

## **JOB DESCRIPTION**

**JOB TITLE:** Director of Nursing

**GRADE:** 25

**JOB CODE:** 2000

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Responsible for the planning, organizing, directing and financial management of a comprehensive public health nursing program for assigned local health departments. Requires the independent application of an extensive level of experienced judgment and skills. Serves as an advisor to the agency's director on all matters pertaining to nursing. Interprets and supports the purposes, philosophy and objectives of the agency. Provides performance evaluations for the Nurse Administrators. Eighty to ninety percent of time is spent in management activities with minimal amount of time spent in direct client care.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Directs the nursing component of a comprehensive public health program in the agency's local health department/s.

1. Serves as an expert nursing resource person for local health nurses, public health nurses and local health nurses working in home health.
2. Establishes, interprets and disseminates agency and state policy and protocols to ensure uniform delivery of services.
3. Reviews and updates all nursing care policies and procedures regularly to assure consistency with the law and practice standards.
4. Serves with regional or state staff on policy review committees.
5. Interprets statutes and regulations that impact public health nursing.
6. Develops procedures, in accordance with established standards and policies for the fulfillment of program goals.
7. Collaborates with other health care providers to provide comprehensive integrated services.
8. Collaborates with community agencies in identifying service needs and works with the Public Health Director to develop service plans to assist in meeting community health care needs.
9. Assigns and oversees activities of the Nurse Administrators, Supervisor I and II nurses and indirectly to other nursing staff and agency staff.
10. Completes the performance evaluations of the agency's Nurse Administrators, as well as other assigned nursing staff.
11. Anticipates potential problem situations and intervenes to offset any adverse impact. Analyzes and reports specific emerging problems to the Public Health Director.
12. Prepares formal performance reports, as indicated.

**JOB TITLE:** Director of Nursing (Continued)

**JOB CODE:** 2000

13. Assesses staffing utilization and needs. Makes recommendations, as necessary, to provide adequate coverage for the provision of services to improve quality.
14. Participates in the recruitment and selection of nursing personnel.

Actively participates in quality assurance and utilization reviews.

1. Initiates and participates in studies/research activities in the evaluation/development of services.
2. Monitors quality of care of the provision of services through direct observation via site visits or indirectly through medical audits.
3. Collects statistical data and prepares comprehensive reports regarding health services or program activities.
4. Reviews periodic reports to determine status in meeting program/service goals.
5. Evaluates data and develops plans for improvement of services and makes recommendations to appropriate management and supervisory staff.
6. Discusses methods to improve performance and motivate employees.
7. Participates in utilization care conferences, billing audits and quarterly record reviews.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates changes in protocol/policy to nursing staff.
5. Communicates information, concerns or problems to the Public Health Director, as needed.
6. May represent the agency in making presentations on public health and/or public health issues to schools of nursing or to members of the community.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Informs employees of promotional and training opportunities.
3. Identifies and participates in planning and implementation of education activities.
4. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.
5. May approve and provide for orientation of new staff members.

**JOB TITLE:** Director of Nursing (Continued)

**JOB CODE:** 2000

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Prioritizes work to provide for the greatest level of efficiency and production.
3. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
4. Attends and represents the agency at various local, state and regional meetings.
5. Participates in the development and administration of budgets.
6. Determines priorities and develops program plans and associated budgets for the nursing/medical program.
7. Compares agency's nursing related expenses to budgeted funding to ensure the agency remains within the allotted budget.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Maintains liaison with nursing programs in colleges and universities for curriculum development and appropriate clinical practice experiences in public health. Assists in formulating learning objectives.
3. Develops and implements plans for orientation, in-service training and continuing education for nurses and related personnel.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**JOB TITLE:** Director of Nursing (Continued)

**JOB CODE:** 2000

**SUPERVISION RECEIVED:** Receives policy direction from the Public Health Director.

**SUPERVISION EXERCISED:** Provides direct supervision of the Nurse Administrators and indirect supervision of other nurses and related staff.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Extensive knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- High level of knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of basic management and public administration principles and practices.
- Extensive level of knowledge of community resources available to clients.

**Skills:**

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- High to moderate level of public speaking skill.
- High level of skill in managing work-related activities
- High level of skill in assessing staffing and equipment needs.

**Abilities:**

- Considerable ability to establish, interpret and implement policies, procedures and treatment plans in accordance with program/agency standards.
- Considerable ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks.
- Considerable ability to evaluate quality of nursing care and the performance of staff.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

**JOB TITLE:** Director of Nursing (Continued)

**JOB CODE:** 2000

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active nursing license from the Kentucky Board of Nursing.  
Master's Degree in Nursing (MSN), Nursing Administration or Nursing Education  
three (3) years experience in the Local Health Department (LHD); with two (2) of  
the three (3) years in supervisory experience.

OR

Current active nursing license from the Kentucky Board of Nursing.  
Bachelor of Science degree in Nursing (BSN) and five (5) years of experience in  
LHD; with two (2) of the five (5) years in supervisory experience

OR

Current active nursing license from the Kentucky Board of Nursing.  
Bachelor of Science degree in Nursing without experience in the LHD; and  
Seven (7) years nursing practice experience; with Three (3) years of the seven  
(7) in supervisory experience

**NOTE: To replace Director of Community Health Nursing (2001) by 7-1-07,  
Title change, Increase in grade, change in minimum requirements as of  
7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **DIRECTOR OF COMMUNITY HEALTH NURSING**

**JOB TITLE:** Director of Community Health Nursing

**GRADE:** 24

**JOB CODE:** 2001

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under administrative direction of the director of the department is responsible for planning, organizing, financial management, and directing a comprehensive public health nursing program (preventive, therapeutic, maintenance) for a local health department. Serves as advisor to the agency's director on all matters pertaining to nursing/clinical services. Interprets and supports the purposes, philosophy and agency objectives.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Directs the nursing component of a comprehensive public health program;

- a. establishes, interprets, and disseminates department policy and protocols to ensure uniform delivery of services and promotes quality assurance.
- b. determines program priorities.
- c. establishes and or interprets standards of care for medical program and nursing practice.
- d. develops procedures, in accordance with established standards and policies for the fulfillment of program(s) goals.
- e. assesses staffing utilization and needs and makes recommendations as necessary to provide adequate coverage for the provision of services to improve quality.
- f. prepares program plans and associated budget(s) for the nursing/medical program.

Ensures that the nursing process is used to design and provide nursing care to meet the individual needs of patients.

Supervises professional personnel in the delivery of program services;

- a. monitors quality of care through direct observation, via site visits and medical audits, of the provision of services (clinical, field, laboratory, etc.).
- b. provides technical assistance to supervisory staff in the provision of medical services.

**JOB TITLE:** Director of Community Health Nursing (Continued)

**JOB CODE:** 2001

- c. evaluates the performance of supervisory nursing staff and other professional and supportive staff as appropriate and prepares formal reports of performance.

Evaluates the nursing component of a comprehensive public health program;

- a. initiates and participates in studies/research activities in the evaluation/development of services;
- b. reviews periodic reports to determine status in meeting program/service goals;
- c. collects statistical data and prepares comprehensive reports regarding service and program activities;
- d. monitors revenue and expenditures for services to determine uniformity with budget and makes appropriate adjustments as necessary.

Participates in the recruitment and selection of nursing personnel.

Develops and implements a program of staff development (orientation, in-service training and continuing education) for nursing and related personnel.

Attends and represents the health department at various local and regional meetings.

Collaborates with other appropriate agencies in identifying service needs of the community being served by the agency.

Maintains liaison with schools for the development of curricula and appropriate clinical practice for students in the health care field. Assist in formulating learning objectives.

Interprets statutes and regulations that impact public health nursing.

**SUPERVISION RECEIVED:** Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

**SUPERVISION EXERCISED:** Provides direct supervision to nurse supervisors and indirect supervision to other nursing and related staff.

**JOB TITLE:** Director of Community Health Nursing (Continued)

**JOB CODE:** 2001

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Knowledge of the principles of community health nursing. Ability to communicate effectively, orally, and in writing. Ability to give leadership to nursing personnel. Knowledge of community resources and utilization. Must possess current license to practice nursing.

**Minimum Education, Training and Experience Requirements:** Masters degree in nursing, nursing administration, public health or nursing education from an accredited program. Five (5) years of nursing experience in public health/community health; with at least three (3) years in management, consultation or teaching capacity.

OR

Graduate of an accredited college or university with a Bachelors degree in nursing, nursing administration, or nursing education and six (6) years of experience in nursing practice, two (2) of which should have been in responsible management or supervisory responsibility.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**



## **COMMUNITY HEALTH NURSING SUPERVISOR**

**JOB TITLE:** Community Health Nursing Supervisor

**GRADE:** 21

**JOB CODE:** 2002

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under direction of the Community Health Nursing Director or Administrator, or the Director of the local health department, performs multi tasks with a high degree of competency in the supervision of nursing care staff engaged in the delivery of nursing services to patients in the community served by the health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Reviews scheduling of assigned health clinics and assesses resources to maintain clinic function; prepares work schedules and makes daily assignments of nursing staff.

Monitors demand for services to ensure efficient allocation of personnel, equipment, and supplies.

Provides for home visits to patients/clients.

Oversees the development of nursing care plans.

Participates in the delivery of nursing care services as needed.

Conducts periodic review of patients medical records, nursing care plans, and nursing service-related reports to ensure proper delivery and documentation of services.

Makes observations of the delivery and quality of patient/client care; ensures proper dispensing and secure storage of medications.

Evaluates the performance of appropriate nursing staff and prepares formal reports of performance.

Assesses staff training needs and makes recommendations to management and supervisory personnel for in-service training.

Holds regular meetings with staff members to resolve nursing problems and disseminate information.

Develops or monitors the development of individual treatment plans for a caseload of patients; ensures referral to appropriate health care provider those patients who cannot be adequately served.

**JOB TITLE:** Comm. Health Nursing Super. (Continued)

**JOB CODE:** 2002

Interviews applicants for vacant nursing positions and makes recommendations to supervisor; provides for orientation and training of new employees.

Works with educational institution and universities in planning for appropriate clinical experience for students in the health department.

Maintains records and reports according to program standards.

Participation in developing and implementing standards of nursing practice; develops guidelines and resource material appropriate for agency program and services.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Supervises professional nursing staff, and may supervise allied health professionals and support staff as appropriate.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Considerable knowledge of professional nursing theory, procedures, and techniques of standard procedures. Good knowledge of methods of assessing the type and amount of nursing services required. Good knowledge of methods of evaluating the quality of nursing care provided and the performance of nursing staff members. Considerable skill in the application and demonstration of nursing techniques, procedures, and instruments. Considerable skill in developing nursing care plans; in interviewing and counseling patients. Working skill in communicating observations, information, or recommendations regarding policy, diagnosis, treatment, hiring, and evaluation to medical professionals and other staff in written and oral form. Working skill in organizing nursing activities; in delegating lower level nursing tasks to individuals within their level of competence. Considerable ability to supervise and evaluate the performance of subordinate nursing staff. Possess a valid license to practice nursing in Kentucky.

**Minimum Education, Training, and Experience Requirements:** Bachelors of Science degree in nursing from a school accredited by the National League of Nursing. Three (3) years of experience in nursing practice (one (1) year must have been in a community health setting).

OR

Associate degree in nursing from an accredited school of nursing. Five (5) years of experience in nurse practice (two (2) of the five (5) years must have been in a community health setting.)

**JOB TITLE:** Comm. Health Nursing Super. (Continued)

**JOB CODE:** 2002

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Nurse Administrator

**GRADE:** 24

**JOB CODE:** 2003

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Responsible for management functions, such as planning, directing and organizing several programs provided by the local health department serving a multi-county or other geographic area. Requires the independent application of experienced judgment and skills. All activities are carried out under general supervision of the Director of Nurses, Public Health Director or designee in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Coordinates the local health department's programs of nursing services. Supervises nurses and other staff as assigned. Provides performance evaluations for the Supervisor I and II nurses and other nurses as directed. Limited amount of time is spent in direct client care due to the high percentage of time spent in management activities.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Provides basic nursing care to the client on a very limited basis, as needed. Practice is consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to Director of Nurses as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
8. Uses the PHPR as a reference guide.
9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

**JOB TITLE:** Nurse Administrator (Continued)

**JOB CODE:** 2003

Provides overall management and guidance to the nursing programs for specifically assigned area/s.

1. Serves as an expert nursing resource person, providing technical assistance to nurses in the delivery of nursing care.
2. Interprets and facilitates programmatic policies and protocols to ensure uniform delivery of nursing services according to the PHPR, AR and other agency, local and state guidelines.
3. Actively participates in policy development.
4. Assures that agency and staff have needed equipment and information in order to comply with assigned area's rules and guidelines.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse staff members and with other client/family members.
6. Anticipates potential problem situations and intervenes to offset any adverse impact. Conveys specific problems to the Director of Nurses or Public Health Director.
7. Provides advice, counsel and instruction to supervisors and other nursing or supportive staff members on both work and administrative matters pertaining to assigned area.
8. Assigns and oversees activities of the Supervisor I and II nurses.
9. Performs performance evaluations of the Supervisor I and II nurses, as well as other assigned nursing staff.
10. Prepares formal performance reports, as indicated, for local and state agencies.
11. Assures adequate coverage of services through implementation of organizational and/or staffing changes.

Actively participates in quality assurance and utilization reviews.

1. Supervises staff training in nursing technique and procedures
2. Gathers information either directly by observation or indirectly through reports in order to evaluate compliance with assigned area's rules and guidelines and ensures quality of care of services.
3. Ensures agency compliance with federal and state rules and regulations including compliance with safety and infection control policies and procedures.
4. Collects statistical data and prepares comprehensive reports regarding health services or program activities.
5. Evaluates data and develops plans for improvement of services and makes recommendations to appropriate management and supervisory staff.
6. Develops and maintains clinic or program records.
7. Participates in utilization care conferences, billing audits and quarterly record reviews.

**JOB TITLE:** Nurse Administrator (Continued)**JOB CODE:** 2003

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive client care outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates information, concerns or problems to the Director of Nurses, Public Health Administrator or Public Health Director, as needed, regarding assigned area/s.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs.
3. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.
4. Identifies and participates in planning and implementation of education activities.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
5. Represents the agency, as requested, for Board of Health, state and regional meetings.
6. Assists in budget preparation and monitors revenues and expenditures, as appropriate or according to program requirements.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Provides for clinical experiences for nursing students and for new Local Health Nurses.

**JOB TITLE:** Nurse Administrator (Continued)

**JOB CODE:** 2003

4. Develops and implements plans for continuing education and in-service training of appropriate staff.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives policy direction from the Director of Nurses and/or the Public Health Director.

**SUPERVISION EXERCISED:** Provides direct supervision of the nurse supervisors. Provides indirect supervision of other nurses, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Extensive knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of basic management and public administration principles and practices.
- Good knowledge of methods of assessing the type and amount of nursing care provided and the performance of nursing staff members.
- Extensive level of knowledge of community resources available to clients.

**JOB TITLE:** Nurse Administrator (Continued)

**JOB CODE:** 2003

- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.

**Skills:**

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- High level of skill in managing work-related activities
- Moderate level of skill in assessing staffing and equipment needs.

**Abilities:**

- Considerable ability to establish, interpret and implement policies, procedures and treatment plans in accordance with program/agency standards.
- Ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks.
- Ability to evaluate quality of nursing care and the performance of staff.
- Ability to interview and counsel clients.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Bachelor of Science in Nursing (BSN) or an ADN with a Bachelor's Degree in a related field from an accredited university or college; and

Four (4) years nursing experience in the LHD with one (1) year of supervisory experience.

OR

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing (ADN). Five (5) years nursing experience in the Local Health Department (LHD) with one (1) year of supervisory experience

**Note:** Masters of Science in Nursing (MSN) or Masters in Public Health (MPH) may substitute for one (1) year of experience.



**JOB TITLE:** Nurse Administrator (Continued)

**JOB CODE:** 2003

**Note:** Nurse Administrator having primary responsibilities working with Public Health Nurses (PHNs) must have BSN or higher.

**NOTE: To replace Community Health Nursing Administrator (2010) by 7-1-07. Title Change, Grade Increase, and change in minimums.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **COMMUNITY HEALTH NURSING ADMINISTRATOR**

**JOB TITLE:** Community Health Nursing Administrator

**GRADE:** 22

**JOB CODE:** 2010

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under administrative direction of the Director of Community Health Nursing or the Director of the local health department, would be responsible for the management functions (planning, directing, organizing) of a major program such as home health, or several programs provided by the department serving a multi-county or other geographical area coordinates a health departments programs of nursing services and supervises nurses and other related staff. The majority of time is spent in directing and supervising staff working in the program(s) area. Limited time would be spent in direct patient care.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Directs the implementation of the nursing care program

- a. interprets and facilitates department policy to ensure uniform delivery of services within the program(s);
- b. establishes and maintains standards of care for medical programs and nursing practice;
- c. outlines procedures in accordance with established standards and policies for the fulfillment of program goals and ensure compliance with safety and infection control;
- d. implements organizational and/or staffing changes as necessary to provide for adequate coverage.

Ensures agency compliance with federal and state rules and regulations.

Supervises professional nurses and supportive staff in the delivery of program services;

- a. ensures quality of care of services;
- b. provides technical assistance to nurses in the delivery of nursing care;
- c. evaluates the performance of subordinate nursing and related staff and prepares formal reports of performance;
- d. conducts periodic review of patient/client medical records, nursing care plans, and nursing service related reports to ensure proper delivery and documentation of services;

**JOB TITLE:** Community Health Nursing Admin. (Continued)

**JOB CODE:** 2010

- e. participates in employee recruitment, interviewing and hiring.

Assess quality and utilization services and resources:

- a. forecasts future program needs;
- b. develops plans for maintenance and improvement of services and makes recommendations to appropriate management and supervisory staff;
- c. develops and implements plans for continuing education and in-service training of appropriate staff;
- d. participates in utilization care conferences, billing audits and quarterly record review;
- e. supervises staff training in nursing technique and procedures;
- f. develops and maintains clinic or program records;
- g. collects statistical data and prepares comprehensive reports regarding health services or program activities.

Assists in budget preparation and monitors revenues and expenditures as appropriate or according to program requirements.

Provides for clinical experience for nursing students.

Represents the local health department at local (including the Board of Health), state and regional meetings.

**SUPERVISION RECEIVED:** Policy direction only; incumbent sets virtually all objectives.

**SUPERVISION EXERCISED:** Direct supervision of supervisory staff, indirect supervision of nursing and supportive.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Extensive knowledge of nursing theory, procedures and techniques. Ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks. Ability to evaluate quality of nursing care and the performance of staff. Considerable knowledge in the application and demonstration of nursing techniques, procedures and instruments. Working skill in assessing the staffing and equipment needs. Considerable ability to establish, interpret

**JOB TITLE:** Community Health Nursing Admin. (Continued)

**JOB CODE:** 2010

and implement policies, procedures and treatment plans in accordance with program/agency standards. Knowledge of community resources to assist clients/patients. Knowledge of management and public administration principles and practices.

**Minimum Education, Training, and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university. Three (3) years of experience in a public health/community health setting with at least one (1) year in a supervisory or management capacity

OR

An associate degree in nursing from an accredited university or college and five (5) years of experience (three (3) of which should be in public health or community health and one (1) year in a supervisory or management capacity).

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **COMMUNITY HEALTH NURSE**

**JOB TITLE:** Community Health Nurse

**GRADE:** 15

**JOB CODE:** 2101

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under direction and in accordance with established nursing protocols, performs work of moderate difficulty in providing preventive, therapeutic, and restorative nursing care while participating in training programs which are required to enable the nurse to see clients for services such as well child, prenatal, cancer screening, or home health, etc. The training program would usually be available and should be completed over a one-year time period. Completion of training would enable the nurse to provide more comprehensive and difficult services to clients.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conducts nursing assessment of patients including physical examinations and/or interviews to obtain and document pertinent physical and social and or educational background to detect or identify problems.

Provides intermittent skilled nursing services such as, wound care, catheterization, venipuncture, teaching and evaluation, and patients' response to teaching, injections, I-V therapy and decubitus care.

Refers complex problems to a nursing supervisor, physician, nurse practitioner, or other appropriate health care provider;

Develops treatment plans for patients/clients requiring continuing care or observation of identified problems or conditions.

Coordinates patient care activities and maintains communication with other disciplines.

May provide therapeutic counseling to patients/clients and their families or guardians.

Teaches the patient/family about the patients care needs and health maintenance measures.

Maintains accurate and timely records and reports according to program standards.

Makes supervisory visits of patients to evaluate services and performance of home health aides and other caregivers.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**JOB TITLE:** Community Health Nurse (Continued)

**JOB CODE:** 2101

**SUPERVISION EXERCISED:** May supervise LPNs, clinical assistants or other support staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Extensive knowledge of professional nursing theory, standard nursing protocol and the legal implications of the practice of nursing; Knowledge of the preparation of nursing care plans for individual patients. Working skill in the application of nursing techniques, procedures, and instruments; in written or oral communication with patients/clients, physicians, nurses, and other staff regarding evaluation or treatment. Working ability to learn the standard procedures and services of the agency; Working ability to interview and counsel patients and to encourage the patient to participate in the various health programs appropriate to the client; Working ability to develop cooperative working relationships with other service providers; Ability to use nursing judgment to determine when the patient/client should be referred to the nursing supervisor, physician or other health care provider for further evaluation and treatment. Must possess current license to practice nursing.

**Minimum Education, Training, and Experience Requirements:** Bachelor of science degree in nursing, nursing administration from an accredited college or university or an associate degree or diploma in nursing from an accredited school of nursing and one (1) year of nursing practice in a hospital or community setting.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **COMMUNITY HEALTH NURSE HOME HEALTH**

**JOB TITLE:** Community Health Nurse Home Health

**GRADE:** 15

**JOB CODE:** 2102

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under general direction provides moderately difficult intermittent skilled nursing services to individuals in their place of residence.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conducts initial assessment of patients referred to agency to obtain and document health status and history, including pertinent social or educational background.

Reviews doctors' orders and assessment of patients and prepares treatment plan for patients.

Provides intermittent skilled nursing services such as, wound care, catheterization, venepuncture, teaching and evaluation, and patients' response to teaching, injections, I-V therapy and decubitus care.

Documents and maintains patient record(s) of services rendered.

Evaluates patient needs and initiates appropriate referrals to other community agencies.

Coordinates treatment plan with other care givers such as, home health aides, LPNs, physical therapists, social workers, speech and occupational therapists.

Discusses progress of patient(s) with physicians and other care givers.

Makes supervisory visits of patients to evaluate services and performance of home health aides and other care givers.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** Supervision limited to evaluation of home health aides for services provided (competency evaluation).

**JOB TITLE:** Community Health Nurse Home Health (Continued) **JOB CODE:** 2102

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Good knowledge of professional nursing theory; of standard nursing protocol; of the legal implications of the practice of nursing; of the relationship of other disciplines to the discipline of nursing; of routine laboratory tests and radiological procedures; of the signs and symptoms of a variety of common disorders; of standard nursing techniques and procedures; of the preparation of nursing care plans for individual patients/clients.

Working skill in the application of nursing techniques, procedures, and instruments; in written or oral communication with patients/clients, physicians, nurses, and other staff regarding evaluation or treatment.

Working ability to learn the standard procedures and services of the assigned program or unit; to interview and counsel patients/clients; to encourage the patient/client to participate in the appropriate health programs; to explain the significance of conditions or diseases to patients; to interact therapeutically with patients; to develop cooperative working relationships with other service providers; to use nursing judgment to determine when the patient should be referred to the nursing supervisor, physician or other health care provider for further evaluation and treatment.

**Minimum Education, Training, and Experience Requirements:** Bachelors degree in Nursing from an accredited school

OR

Graduate of an associate degree program in nursing from an approved school. One (1) year of experience in nursing practice.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description**



## **SENIOR COMMUNITY HEALTH NURSE**

**JOB TITLE:** Senior Community Health Nurse

**GRADE:** 18

**JOB CODE:** 2103

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under general supervision and in accordance with established nursing protocols, performs work of considerable difficulty, requiring the independent application of experienced judgment and skills in providing professional nursing services to clients served by the local health department. The incumbent in this position has gained experience with the local health department and has completed the variety of training programs required for the nurse to see clients with various service needs; well child, prenatal, family planning, cancer screening, etc.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conducts intake interviews and complete physical assessments of patients/clients to obtain and document comprehensive health status and history, including pertinent social or educational background; obtains samples and specimens and performs standard laboratory analysis; interprets test results; forms diagnosis and initiates treatments based on standing orders; refers very unusual or complex problems to nursing supervisor, physician, nurse practitioner, counselor, or other health care provider as appropriate.

Provides skilled nursing services such as, wound care and packing as necessary, catheterization, venipuncture, I-V therapy, injections, decubitus caretaking and evaluation of patient, etc.

Keeps updated on Medicare/Medicaid regulations and other regulatory agencies and keeps staff informed of pertinent changes.

Conducts periodic standardized screening examinations to provide diagnosis and treatment of communicable and/or common but debilitating diseases and conditions; administers and documents immunization or treatment in compliance with established protocol and educates patients/clients and/or family members or guardians with regard to potential causes/consequences and preventative treatment measures; coordinates specialized clinics and may act as team leader, observing and evaluating delivery of treatment services by less experienced staff and providing direction and technical assistance as needed.

Develops individual service or treatment plans for patients requiring continuing care or observation of identified problems or conditions.

Plans, arranges, and presents educational or orientation programs for school, civic, or other public groups concerning available services, health problems, proper health practices, and related topics; shows films, leads discussions; conducts formal classes.

**JOB TITLE:** Senior Community Health Nurse (Continued)

**JOB CODE:** 2103

Maintains records and reports according to program standards.

Participates with co-workers and other professional disciplines in planning, coordinating, implementing and evaluating community health programs and services.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise community health nurse(s), LPNs, clinical assistants or other support staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Good knowledge of professional nursing theory and standard nursing protocol; of the legal implications of the practice of nursing; of the relationship of other disciplines to nursing and their contribution to patient well-being; of resources available for referral of patients/clients; of standard laboratory tests and radiological procedures; of signs and symptoms of a variety of common diseases; of a wide variety of nursing techniques and procedures; of the preparation of nursing care plans. Considerable skill in the application of nursing techniques, procedures, and instruments. Working skill in interviewing and counseling patients/clients; in communicating observations, information, or recommendations regarding diagnosis or treatment to medical professionals and other staff in written or oral form. Considerable ability to learn the policies, procedures, and programs of the area of assignment. Working ability to comprehend, communicate and apply state and federal laws and health codes which affect patient/client care; to provide leadership to nursing staff by demonstrating proper nursing techniques and procedures; to work cooperatively with other professional and para-professional staff members or members of an interdisciplinary or nursing team; to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience; to identify a variety of commonly encountered in the area of assignment and to determine the appropriate treatment strategy, disposition, or referral for such conditions or behaviors.

**Minimum Education, Training, and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university. At least one (1) year of experience in public health or a community health setting.

OR

An associate degree or diploma from a recognized college or university and two (2) years of experience in public health or a community health setting.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **NURSE SPECIALIST**

**JOB TITLE:** Nurse Specialist

**GRADE:** 18

**JOB CODE:** 2104

**DATE:** 3/20/95

**REVISED:** 03'

**GENERAL FUNCTION:** Under direction of the nursing supervisor or other appropriate nursing professional, serves as a community resource in the coordination of services for a program area such as diabetes, school health, and tuberculosis within the local health department.

Activities consist of public education/promotion activities, consultation and technical assistance of co-workers, answering technical questions, and keeping updated and appraised.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plan, prepare, and conduct professional education programs such as, workshops, screening health fairs, for organizations and individuals.

Coordinate specific programs in the geographic area served by the Department.

Provide technical assistance and consultation to individuals and health care professionals.

Provide direct services to patients as appropriate.

Compile reports of activities and services provided within the specific program area.  
Conduct and follow up quality assurance reviews.

Monitor and evaluate program outcomes and make appropriate recommendations.

Attend local, regional, and state meetings.

Reviews program standards and policies and interprets for staff.

Interpret program policy to ensure compliance with program.

**SUPERVISION RECEIVED:** General administrative direction/supervision received from nursing supervisor.

**SUPERVISION EXERCISED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**JOB TITLE:** Nurse Specialist (Continued)

**JOB CODE:** 2104

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of professional nursing theory, procedures, and techniques.

Knowledge of resources and services available to patients.

Good knowledge of methods of assessing the type and amount of nursing services required; of the purpose and procedures of developing nursing care plans; of methods of evaluating the quality of nursing care provided and the performance of nursing staff members.

Considerable skill in the application and demonstration of clinical procedures, particularly those appropriate to the area of assignment.

Working skill in coordinating program activities with health professionals in the community and the department.

Considerable ability to supervise and evaluate the performance of subordinate nursing staff.

Ability to assess the educational needs of nursing staff.

Ability to communicate effectively with co-workers , patients and other professionals.

**Minimum Education, Training, and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university. One (1) year of experience in public health or in a professional nursing capacity that could demonstrate capability.

OR

Associates Degree or diploma with two (2) years experience in public health or in a professional nursing capacity that could demonstrate capability.

Note: Some programs require a Bachelors Degree.

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## **SENIOR HOME HEALTH NURSE**

**JOB TITLE:** Senior Home Health Nurse

**GRADE:** 18

**JOB CODE:** 2105

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under administrative direction of the nursing supervisor provides intermittent skilled services which are significantly difficult to patients requiring services for problems ranging from the simple to the extremely complex.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:** The incumbent in this class, through experience and training, provides competent skilled nursing services to patients eligible for home health services. According to doctors' orders services are provided requiring independent judgment and skills. The individual would be responsible for the total management and evaluation of care for the individual, would supervise home health nurses and provide training for the aides.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conducts initial assessment of patients referred to agency to obtain and document health status and history, including pertinent social or educational background.

Reviews doctors' orders and assessment of patient and prepares treatment plan for patient.

Provides skilled nursing services such as, wound care and packing as necessary, catheterization, venipuncture, I-V therapy, injections, decubitus caretaking and evaluation of patient, etc.

Documents and maintains patient records of services provided.

Participates in utilization review for quality of services.

Coordinates treatment plan with other care givers such as, home health aide, other RNs, physical therapists, occupational therapists, speech therapists, and medical social workers.

Conducts performance evaluations for appropriate staff.

Discusses progress of patients with physicians and other care givers.

Makes supervisory visits of patients for reassessment and evaluates services provided by home health aides and other care givers.

Keeps updated on Medicare/Medicaid regulations and other regulatory agencies and keeps staff informed of pertinent changes.

**JOB TITLE:** Senior Home Health Nurse (Continued)

**JOB CODE:** 2105

Participates in employee orientation and training programs.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**SUPERVISION EXERCISED:** Supervises designated staff such as home health nurse, and may supervise home health aides for competency evaluation.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Good knowledge of professional nursing theory and standard nursing protocol; the legal implications of the practice of nursing; the relationship of other resources available for referral of patients; standard laboratory tests and radiological procedures; signs and symptoms of a variety of common diseases; of a wide variety of nursing techniques and procedures; of the preparation of nursing care plans.

Considerable skill in the application of nursing techniques, procedures, and instruments.

Working skill in interviewing and counseling patients; in communicating observations, information, or recommendations regarding diagnosis or treatment to medical professionals and other staff in written or oral form.

Considerable ability to learn the policies, procedures, and programs of the area of assignment.

Working ability to comprehend, communicate and apply state and federal laws and health laws which affect patient care.

Ability to work cooperatively with other professional and sub-professional staff members or members of an interdisciplinary or nursing team.

Ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.

Ability to identify a variety of symptoms commonly encountered in the area of assignment and to determine the appropriate treatment strategy, disposition, or referral for such conditions or behaviors.

Accurately interpret complex clinical situations.

Flexible and accomplished in setting priorities.

**JOB TITLE:** Senior Home Health Nurse (Continued)

**JOB CODE:** 2105

**Minimum Education, Training and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university and at least one (1) year of experience in a community health or acute care setting.

OR

Graduate of an Associate degree or diploma program in nursing which is State approved. Two (2) years experience in a community health setting, or acute care setting.

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## **SR. COMMUNITY HEALTH NURSE-HOSPICE**

**JOB TITLE:** Sr. Community Health Nurse-Hospice

**GRADE:** 18

**JOB CODE:** 2106

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under general direction of the nursing supervisor provides moderate to difficult intermittent skilled services in the palliation and management of terminal illness and related conditions to patients participating in the hospice program.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Participates as a member of an interdisciplinary group in the establishment and periodic review and update of a plan of care for the patient.

Initiate and maintain communication with attending physician, other hospice and home health disciplines, and other agencies, as needed, to coordinate optimal care and use of resources for patient and family.

Obtain data on physical, psychological, social and spiritual factors that may influence patient/family health status and incorporate into plan of care. Initiates appropriate referrals to other community agencies.

Provides intermittent skilled nursing services.

Maintain an effective system of clinical records for hospice patients in accordance with appropriate standards.

Coordinates treatment plan with other care givers such as, physician, home health aides, LPNs, social workers, and pastoral counseling.

Makes supervisory visits of patients to evaluate services and performance of home health aides.

Coordinates and supervise the volunteer placements with hospice patients/family and establish or coordinate volunteer training activities.

Familiar with hospice policies of agency and rules and regulations of state and federal bodies.

Provides skilled nursing services such as, wound care and packing a necessary, catheterization, venipuncture, I-V therapy, injections, decubitus caretaking and evaluation of patient, etc.

Participates in utilization review for quality of services.



**JOB TITLE:** Sr. Comm. Health Nurse Hospice (Cont'd)

**JOB CODE:** 2106

Conducts performance evaluations for appropriate staff.

Keeps updated on Medicare/Medicaid regulations and other regulatory agencies and keeps staff informed of pertinent changes.

Participates in employee orientation and training programs.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** Supervises designated staff such as home health nurse, and may supervise home health aides for competency evaluation.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Good knowledge of professional nursing theory and standard nursing protocol; the legal implications of the practice of nursing; the relationship of other resources available for referral of patients; standard laboratory tests and radiological procedures; signs and symptoms of a variety of common diseases; of a wide variety of nursing techniques and procedures; of the preparation of nursing care plans.

Considerable skill in the application of nursing techniques, procedures, and instruments.

Working skill in interviewing and counseling patients; in communicating observations, information, or recommendations regarding diagnosis or treatment to medical professionals and other staff in written or oral form.

Considerable ability to learn the policies, procedures, and programs of the area of assignment.

Working ability to comprehend, communicate and apply state and federal laws and health laws which affect patient care.

Ability to work cooperatively with other professional and sub-professional staff members or members of an interdisciplinary or nursing team.

Ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience;

**JOB TITLE:** Sr. Comm. Health Nurse Hospice (Cont'd)

**JOB CODE:** 2106

Ability to identify a variety of symptoms commonly encountered in the area of assignment and to determine the appropriate treatment strategy, disposition, or referral for such conditions or behaviors.

Accurately interpret complex clinical situations.

Flexible and accomplished in setting priorities.

**Minimum Education, Training, and Experience Requirements:** Bachelors of science degree in nursing from an accredited college or university and at least one (1) year of experience in a community health setting, or acute care setting

OR

Graduate of an associate degree or diploma program in nursing which is State approved. Two (2) years experience in a community health setting, or acute care setting.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **COMMUNITY HEALTH NURSE-HOSPICE**

**JOB TITLE:** Community Health Nurse-Hospice

**GRADE:** 15

**JOB CODE:** 2107

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under general direction provides moderately difficult intermittent skilled nursing services in the palliation and management of terminal illness and related conditions to individuals in the home or institutional setting. The hospice nurse would participate as a member of an interdisciplinary group in developing and implementing a plan established by the attending physician, medical director, or physician designee of treatment for each hospice patient. Nursing services provided would be intermittent and may also require 24 hour on call coverage to the extent necessary to meet the needs of individuals.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Participates as a member of an interdisciplinary group (physician, nurse, social worker, pastoral or other counselor) in the establishment and periodic review and update of a plan of care for the patient.

Initiate and maintain communication with attending physician, other hospice and home health disciplines, and other agencies, as needed, to coordinate optimal care and use of resources for patient and family.

Obtain data on physical, psychological, social and spiritual factors that may influence patient/family health status and incorporate into plan of care. Initiates appropriate referrals to other community agencies.

Provides intermittent skilled nursing services.

Maintain an effective system of clinical records for hospice patients in accordance with appropriate standards.

Coordinates treatment plan with other care givers such as, physician, home health aides, LPNs, social workers, and pastoral counseling.

Makes supervisory visits of patients to evaluate services and performance of home health aides.

Coordinates and supervise the volunteer placements with hospice patients/family and establish or coordinate volunteer training activities.

Familiar with hospice policies of agency and rules and regulations of state and federal bodies.

**JOB TITLE:** Community Health Nurse-Hospice (Cont'd)

**JOB CODE:** 2107

Discusses progress of patient(s) with physicians and other care givers.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** Supervision limited to evaluation of home health aides for services provided (competency evaluation).

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Good knowledge of professional nursing theory; of standard nursing protocol; of the legal implications of the practice of nursing; of the relationship of other disciplines to the discipline of nursing; of routine laboratory tests and radiological procedures; of the signs and symptoms of a variety of common disorders; of standard nursing techniques and procedures; of the preparation of nursing care plans for individual patients/clients.

Working skill in the application of nursing techniques, procedures, and instruments.

Working skill in oral communication with patients/clients, physicians, nurses, and other staff regarding evaluation or treatment.

Working ability to learn the standard procedures and services of the assigned program or unit; to interview and counsel patients/clients; to encourage the patient/client to participate in the appropriate health programs; to explain the significance of conditions or diseases to patients; to interact therapeutically with patients; to develop cooperative working relationships with other service providers; to use nursing judgment to determine when the patient should be referred to the nursing supervisor, physician or other health care provider for further evaluation and treatment.

**Minimum Education, Training, and Experience Requirements:** Bachelors degree in Nursing from an accredited school

OR

Graduate of an Associate degree program in nursing from an approved school. One (1) year of experience in nursing practice.

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## **COMMUNITY HEALTH NURSE APPLICANT**

**JOB TITLE:** Community Health Nurse Applicant

**GRADE:** 14

**JOB CODE:** 2110

**DATE:** 11/8/95

**CHARACTERISTICS OF THE CLASS:** A "registered nurse applicant" in this class provides skilled nursing care in a community health setting including, but not limited to clinics, homes, and schools. Interventions initiated by nurses in this class require judgments and adaptations of established nursing practice and program guidelines according to needs demonstrated by clients. Work is performed under the professional and administrative direction and supervision of appropriate nursing personnel, physicians, and dentists. Performance is reviewed periodically through conferences, observation, and written evaluations.

### **CHARACTERISTIC DUTIES OF THE CLASS;**

Participates in the development and implementation of the plan of care.

Based on assessment of family and client needs, gives skilled nursing care, sets priorities and makes modifications as necessary.

Teaches, supervises, and counsels clients and families regarding the care of clients and other related problems.

Carries out preventative, diagnostic, and therapeutic procedures as directed.

Makes appropriate referrals. Provides continuity of care for clients receiving services from more than one agency, by planning, coordinating, and exchanging information.

Maintains records and reports according to program standards.

Participates in drills in preparation for health department or county emergencies.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of current nursing practices.

Ability to provide skilled nursing care.

Knowledge of the development and implementation of patient care plans.

Initiative, judgment, and ability to set priorities.

**JOB TITLE:** Community Health Nurse Applicant (Con't)

**JOB CODE:** 2110

Ability to recognize the needs and concerns of people and maintain constructive relationships with clients and co-workers.

Ability and willingness to accept and utilize supervision.

Understanding of limitations and willingness to seek out resources and assistance.

Ability to communicate effectively, orally, and in writing.

Maintains professional attitude toward confidentiality of clients' records and conversations.

Knowledge of health department and county emergency/disaster protocol.

**Minimum Education, Training, and Experience Requirements:** Graduation from an associate degree program or diploma program in nursing that is state approved. Work experience is not required.

This is a special non status position for persons who have obtained a temporary work permit from the Kentucky Board of Nursing. A nurse may be employed in this position only for the length of time required to process applications for enforcement or to conduct and determine the results of licensing examinations. At such determination, the nurse who becomes licensed shall be reclassified and the time employed shall be counted toward fulfilling probationary requirements. The nurse who does not become licensed shall be terminated.

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## **ADVANCED REGISTERED NURSE PRACTITIONER**

**CLASS TITLE:** Advanced Registered Nurse Practitioner

**GRADE:** 20

**JOB CODE:** 2111

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under administrative direction and guidance provides professional preventative, therapeutic, restorative, and maintenance nursing services for patients of the local health department. This care is provided in a variety of community settings including but not limited to clinics, homes, and schools.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Identifies the physical, social, and emotional health needs of individuals and families through systematic assessment, utilization of professional skills, health history, physical evaluations, and lab oratory and other diagnostic tools.

Develops a comprehensive care plan based on a systematic assessment involving the client, family, and other members of the health care team, including community resources.

Utilizes appropriate or specialized knowledge and skills in the provision of direct patient care in specialty clinics and evaluates the effectiveness of care provided.

Delegates appropriate nursing care functions to registered nurses, licensed practical nurses, assistant nursing personnel, and students; retaining responsibility for such care through supervision of these staff. Is responsible for evaluation or input into evaluation of those supervised. Recommends disciplinary actions of supervised personnel when necessary.

Organizes work for effective management of patient care in a variety of community settings.

Participates in staff development program including orientation, in-service, continuing education for nursing and other agency personnel.

Works toward development of innovative methods of dealing with work-site problems, writing of policy and procedures, and program plans.

Teaches and counsels individuals, families, and groups on the maintenance of health, prevention of disease and disability; participates in professional and community activities on matters related to health.

Maintains records and reports according to program standards.

**CLASS TITLE:** ARNP (Continued)

**JOB CODE:** 2111

Participates with Director of Nursing and other members of health department staff in planning, implementing, and evaluating local health department programs.

Makes proper referrals. Provides continuity of care for clients receiving service from more than one agency by planning, coordinating, and exchanging information.

Works with clinical instructors of educational institutions in planning for appropriate clinical experiences for students in health care fields.

Participates in drills in preparation for providing care in health department or county emergencies.

Assumes responsibility for the development, implementation, and evaluation of a specific program and its plans.

Provides nursing expertise and consultation to nursing personnel and others in a specific program.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Involves supervision of work as a "working supervisor".

## **JOB SPECIFICATIONS**

### **Knowledge and Abilities**

Knowledge of trends and literature in field of nursing.

Ability to develop and implement plans of care.

Ability to provide skilled nursing care.

Ability to set priorities, make judgments, delegate appropriate functions, and assist others in similar decisions.

Ability to interpret and explain medical records, reports, and medical instructions.

Ability to communicate effectively, orally, and in writing.

Ability and willingness to accept and utilize supervision for own professional growth.



**CLASS TITLE:** ARNP (Continued)

**JOB CODE:** 2111

**Minimum Education, Training, and Experience Requirements:** Masters degree in nursing with clinical specialty area in advanced nursing practice from an accredited program. One (1) year work experience as a registered nurse.

OR

Bachelors of science in Nursing from a school approved by the National League for Nursing. Two (2) years work experience as a registered nurse. Completion of an organized post-basic program of study and clinical experience.

OR

An Associate degree or diploma from a school of professional nursing accredited by the National League for Nursing with three (3) years work experience as a registered nurse, including one year in community health. Completion of a post-basic program of study and clinical experience.

Licensed to practice as a Nurse Practitioner in Kentucky or have a Temporary Authorization to practice under the Kentucky Board of Nursing protocol.

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## **PHYSICIAN ASSISTANT**

**JOB TITLE:** Physician Assistant

**GRADE:** 19

**JOB CODE:** 2115

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under the supervision and responsibility of a supervising physician, approved under the provisions of 902 KAR 9:175, elicits a comprehensive health history, performs a comprehensive physical examination, diagnostic laboratory determinations and treatment procedures. Provide preventive, therapeutic, restorative, and maintenance aspects of health care.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Provides health care services to patients under direction and responsibility of physician(s):

Examines patient, performs comprehensive physical examination, and compiles patient medical data, including health history and results of physical examination.

Administers or orders diagnostic test, such as x-ray, and laboratory tests, and interprets test results for deviations from normal.

Performs therapeutic procedures, such as injections, immunizations, and managing infection, aspiration, EKG.

Develops and implements patient comprehensive management plans, records progress notes, and assists in provision of continuity of care.

Instructs and counsels patients regarding compliance with prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of daily living, and health maintenance.

Documents and maintains patient records of services provided according to program standards.

Participates in utilization review for quality of services.

Coordinates treatment plan with other care givers such as, Physician(s), Community Health Nurses, physical therapists, social workers and nutritionists.

Participates in employee orientation and training programs.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**JOB TITLE:** Physician Assistant (Continued)

**JOB CODE:** 2115

**SUPERVISION EXERCISED:** May supervise designated staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Utilizes specialized knowledge and skills in the provision, of direct patient care in specialty clinics.

Good knowledge of standard laboratory tests and radiological procedures;

Good knowledge of the signs and symptoms of a variety of common diseases;

Working skill in interviewing and counseling patients; in communicating observations, information, or recommendations regarding diagnosis or treatment to medical professionals and other staff in written or oral form.

Considerable ability to apply the policies, procedures, and programs of the area of assignment.

Working ability to comprehend, communicate and apply state and federal laws and health laws which affect patient care;

Ability to work cooperatively with other professional and support staff members or members of an interdisciplinary or team;

Ability to identify a variety of symptoms commonly encountered in the area of assignment and to determine the appropriate treatment strategy, disposition, or referral for such conditions or behaviors.

Accurately interpret complex clinical situations.

Flexible and accomplished in setting priorities.

**Minimum Education, Training and Experience Requirements:** Certified as a Physician Assistant by the Kentucky Board of Medical Licensure in accordance with KRS 311.565 and Kentucky Administrative Regulation 201.975.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **COMMUNITY HEALTH NURSE INTERN**

**JOB TITLE:** Community Health Nurse Intern

**GRADE:** 14

**JOB CODE:** 2120

**DATE:** 11/8/95

**CHARACTERISTICS OF THE CLASS:** This is a special non status position for persons who are licensed but do not have the one-year required experience for the Community Health Nurse. A "registered nurse applicant" in this class provides skilled nursing care in a community health setting including, but not limited to clinics, homes, and schools. Interventions initiated by nurses in this class require judgments and adaptations of established nursing practice and program guidelines according to needs demonstrated by clients. Work is performed under the professional and administrative direction and supervision of appropriate nursing personnel, physicians, and dentists. Performance is reviewed periodically through conferences, observation, and written evaluations.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Participates in the development and implementation of the plan of care.

Based on assessment of family and client needs, gives skilled nursing care, sets priorities and makes modifications as necessary.

Teaches, supervises, and counsels clients and families regarding the care of clients and other related problems.

Carries out preventative, diagnostic, and therapeutic procedures as directed.

Makes appropriate referrals. Provides continuity of care for clients receiving services from more than one agency, by planning, coordinating, and exchanging information.

Maintains records and reports according to program standards.

Participates in drills in preparation for health department or county emergencies.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of current nursing practices.

Ability to provide skilled nursing care.

Knowledge of the development and implementation of patient care plans.

**JOB CODE:** Community Health Nurse Intern (Cont.)

**JOB CODE:** 2120

Initiative, judgment, and ability to set priorities.

Ability to recognize the needs and concerns of people and maintain constructive relationships with clients and co-workers.

Ability and willingness to accept and utilize supervision.

Understanding of limitations and willingness to seek out resources and assistance.

Ability to communicate effectively, orally, and in writing.

Maintains professional attitude toward confidentiality of clients' records and conversations.

Knowledge of health department and county emergency/disaster protocol.

**Minimum Education, Training, and Experience Requirements:** Graduation from an associate degree program or diploma program in nursing and licensed to practice nursing in Kentucky.

Work experience is not required.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse I

**GRADE:** 15

**JOB CODE:** 2122

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Provides basic entry-level nursing functions and services to individuals and families under supervision in a clinic or community setting. The nurse in this classification would receive job specific training (mentorship) in the requirements and scope of practice of the various assigned health department programs and services. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics that provide adult and pediatric, family planning, immunization, communicable and sexually transmitted disease, WIC and other health care services.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Orients to health department programs and services, including the Core Functions and Essential Services. Orients to local policy guidelines and the Internal Control Program. Orients to the reporting procedures for abuse, neglect and exploitation.

Interviews client to address the presenting/initial reason for visiting health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria as appropriate.

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.

**JOB TITLE:** Local Health Nurse 1

**JOB CODE:** 2122

4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
8. Uses the PHPR as a reference guide.
9. Utilizes a basic awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Participates as team member, having basic understanding of the team process.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.

**JOB TITLE:** Local Health Nurse I

**JOB CODE:** 2122

2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

5. Is aware of general contents of agency's Emergency Operations Plan.
6. Identifies role in Emergency Preparedness and Response.
7. Identifies agency's chain of command and management system for emergency response.
8. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives close to moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

**SUPERVISION EXERCISED:** May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.



**JOB TITLE:** Local Health Nurse I

**JOB CODE:** 2122

- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of the preparation of nursing care plans for individuals.

**Skills:**

- Working skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

- Ability to learn the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

An Associate degree or diploma from an accredited college, university, or school of nursing.

Must have met all requirements of KRS 314.041, having received a provisional license and approval to practice as a Registered Nurse Applicant (RNA) or having a current active Kentucky Registered Nurse license.

No previous nursing practice experience required.

**NOTE: New classification as of 7-1-06.**

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## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse II

**GRADE:** 18

**JOB CODE:** 2123

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Provides basic nursing functions to individuals and families under decreasing supervision in a clinic or community setting. The nurse entering this classification has gained on the job experience with the local health department and would have completed most of the required job specific trainings in the various assigned health department programs and services as assigned and indicated by their position description. Activities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics that provide adult and pediatric, family planning, immunization, communicable and sexually transmitted disease, WIC and other health care services. The nurse would have a full understanding of the various assigned medical services and programs provided by the local health department, eligibility requirements for client participation, service protocols, standards and scope of practice, and documentation requirements. May serve as a coordinator of a specific program.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Fully meets the competencies and characteristic responsibilities of the LHN I classification. Performs work with increasing independence and assumes minimal mentoring of LHN I nurses.

Interviews client to address the presenting/initial reason for visiting health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria as appropriate.

Collects, summarizes and interprets information relevant to an issue. Uses identified trends and assists in modifying the delivery of care of clients or groups of clients

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility

**JOB TITLE:** Local Health Nurse II (Continued)

**JOB CODE:** 2123

determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope & Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Reports incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Uses the PHPR as a reference guide.
6. Identifies community assets and available resources and makes referrals as appropriate.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Is knowledgeable of health department programs and services, including those described in the PHPR, as well as, local policy guidelines and the Internal Control Program.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Understands team process and applies problem-solving strategies to accomplish job tasks. Manages client care delivery and delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience.

**JOB TITLE:** Local Health Nurse II (Continued)

**JOB CODE:** 2123

Participates in specialized or program specific clinics.

Collaborates with the health team members to establish priorities, manage care, and coordinate efforts to achieve desired outcomes in providing planned services to the client. Develops and/or demonstrates approaches to resolve operational problems that take into account cultural differences.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on promotion, maintenance, and restoration of health, and self care utilizing selected educational methods and materials that are appropriate to the language, reading level, and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**JOB TITLE:** Local Health Nurse II (Continued)

**JOB CODE:** 2123

**SUPERVISION RECEIVED:** Receives moderate to limited supervision by nurse supervisor. Progressively functions independently with general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May offer limited mentoring of LHN I nurses. May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of the preparation of nursing care plans for individuals.

**Skills:**

- Considerable skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

- Considerable ability to learn the policies, procedures, and programs of the area of assignment.
- Working ability to provide leadership to nursing staff by demonstrating proper nursing techniques and procedures.
- Ability to work cooperatively with other professional and paraprofessional staff members
- Working ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.

**JOB TITLE:** Local Health Nurse II (Continued)

**JOB CODE:** 2123

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

An Associate degree or diploma from an accredited college, university, or school of nursing. One (1) year of nursing experience in the LHD or less; and  
Successfully demonstrated nursing competencies for the LHN I; and  
Completed most of the job specific programmatic trainings as assigned and indicated in their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse III

**GRADE:** 19

**JOB CODE:** 2124

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Performs work of considerable difficulty in this fully prepared level of nursing functions for individuals and families in the clinic or community setting. Requires the independent application of experienced judgment and skills in providing professional nursing services to clients served by the local health department in the clinic or community setting. Activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Serves as a nursing resource person for other nurses and medical staff in all service or specific programmatic areas, client eligibility requirements, service protocols, standards, scope of practice, and documentation requirements. May coordinate one or more programs.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Proficient in meeting the competencies and characteristic responsibilities of the LHN I and LHN II classifications. Performs work with increasing independence and may mentor LHN I and LHN II nurses.

Interviews client to address the presenting/initial reason for visiting the health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria, as appropriate.

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

**JOB TITLE:** Local Health Nurse III (Continued)

**JOB CODE:** 2124

Provides basic nursing care to the client based on determined needs either on a ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Reports incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Uses the PHPR as a reference guide.
6. Utilizes a basic awareness of community assets and available resources when assisting with making appropriate referrals and outreach.

Documents services provided to the client in the medical record, entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Collaborates with the health team members to establish priorities, manage care and coordinate efforts to achieve desired outcomes in providing planned services to the client. Develops and/or demonstrates approaches to resolve operational problems that take into account cultural differences. Identifies community assets and available resources and makes referrals as appropriate.

Assists other nurses, medical staff and support staff with client care issues and acts as a clinical resource person in providing clinical leadership.

Plans, arranges for and presents educational programs for individuals or groups within the clinic or community setting. Effectively presents accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences. Utilizes selected educational methods and materials that are appropriate to language, reading level, and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.



**JOB TITLE:** Local Health Nurse III (Continued)

**JOB CODE:** 2124

4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Contributes to the development and implementation of a quality assurance program for nursing staff and participates in audits of client records.

May monitor the work of nursing staff. Observes employees as they perform tasks to ensure efficiency in work activities providing clinical nursing advice as appropriate.

Assists with data collection activities regarding client related issues including maintaining a database/referral network of health services.

Collects, summarizes and interprets information relevant to an issue. Uses identified trends and assists in modifying the delivery of care of clients or groups of clients

Supports evidenced based practice through participation in the development of programs/protocols.

Assumes responsibility for coordinating one or more clinic-based programs. Coordinates specialized clinics and may act as team leader. Efficiently manages clinic flow. Evaluates delivery of treatment services.

Keeps staff informed of pertinent legal changes such as those in Medicare/Medicaid or other regulatory changes.

Acts as a nursing resource person in all service or specific programmatic areas, providing leadership in the area of his/her expertise for the agency.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.

**JOB TITLE:** Local Health Nurse III (Continued)

**JOB CODE:** 2124

3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives limited supervision by the nursing supervisor. Functions with increased independence with general review by supervisor. Supervisor plays role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May offer mentoring of LHN I or LHN II nurses. May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

### **JOB SPECIFICATIONS:**

#### **Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

#### **Skills:**

- Proficient skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Skilled in interviewing and counseling clients.
- High level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

#### **Abilities:**

- Considerable ability to learn the policies, procedures, and programs of the area of assignment.
- Able to provide leadership to nursing staff by demonstrating proper nursing techniques and procedures.
- Able to work cooperatively with other professional and paraprofessional staff members
- Able to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.

**JOB TITLE:** Local Health Nurse III (Continued)

**JOB CODE:** 2124

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

An Associate degree or diploma from an accredited college, university, or school of nursing. Two (2) years of nursing experience in the LHD; and  
Successfully demonstrated nursing competencies for the LHN II; and  
Completed all of the programmatic trainings as assigned and indicated by their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse IV/Team Leader

**GRADE:** 20

**JOB CODE:** 2125

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Performs work of considerable difficulty in this fully prepared level of nursing functions for individuals and families in the clinic or community setting. Requires the independent application of experienced judgment and skills in providing professional nursing services to clients served by the local health department in the clinic or community setting. Activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), Administrative Reference (AR) and other relevant federal, state, and local guidelines. The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Serves as a nursing resource person for other nurses and medical staff in all service or specific programmatic areas, client eligibility requirements, service protocols, standards, scope of practice, and documentation requirements. Provides strong positive leadership among assigned LHNs and promotes a strong team orientation. Provides decreasing amount of time with direct client care, but an increased amount of time serving as a resource person and consultant to team members. May coordinate one or more programs.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

When indicated and as needed, provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance

**JOB TITLE:** Local Health Nurse IV/Team Leader (Cont'd)    **JOB CODE:** 2125

8. Uses the PHPR as a reference guide.
9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Demonstrates good understanding of the team process and functions as a team leader.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.
4. Communicates or disseminates information to staff.
5. Facilitates clear communication of expectations and accountabilities to staff.
6. Communicates team work-related information, concerns or problems to the Supervisor I.

Serves as a team leader, coordinating the work of a group of LHNs and other assigned staff.

1. Creates and maintains a high performance environment characterized by positive leadership and strong team orientation.
2. Provides overall management and guidance to specifically assigned programs.
3. Answers questions and facilitates role as a clinical expert and consultant.

**JOB TITLE:** Local Health Nurse IV/Team Leader (Cont'd)     **JOB CODE:** 2125

4. Anticipates potential problem situations and intervenes to offset any adverse impact. Reports to the Supervisor I nurse, as indicated.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
6. Coordinates clinic flow, as needed, in the practice area.
7. Leads the team in identifying, distributing and balancing workload and tasks among employees in accordance with established workflow, skill level and/or occupational specialization.
8. Models effective clinical decision making skills.
9. Provides advice, counsel and instruction to nurses on both work and administrative matters.
10. Assists in teaching team building skills and techniques.
11. Serves as a liaison between LHNs and the supervisor/s.

When indicated and as needed, develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

**JOB TITLE:** Local Health Nurse IV/Team Leader (Cont'd)

**JOB CODE:** 2125

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the Nurse Supervisor.

**SUPERVISION EXERCISED:** May supervise LHNs, PHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Considerable knowledge of the preparation of nursing care plans for individuals.
- Moderate level of knowledge of the team process.

**Skills:**

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
- Moderate level of skill in managing work-related activities of assigned staff.

**JOB TITLE:** Local Health Nurse IV/Team Leader (Cont'd)  
**JOB CODE:** 2125

**Abilities:**

- Ability to understand the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team leader.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Two (2) years of nursing experience in the LHD; and  
Successfully demonstrated nursing competencies for the LHN II; and  
Completed all of the job specific programmatic trainings as assigned and indicated in their position description.

**Note:** LHN IV/Team Leader having primary responsibilities with PHNs must have BSN degree.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.



## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse Specialist

**GRADE:** 20

**JOB CODE:** 2126

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Provides decreasing amount of time with direct client care, but an increased amount of time serving as a primary resource person and consultant for an assigned area, such as Risk Management, OSHA, HIPAA, or Quality Assurance. Serves as a resource person for nurses, medical staff and other agency staff regarding agency, state, local and federal standards, regulations and documentation requirements for the assigned area. Requires the independent application of experienced judgment and skills. All activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

When indicated and on a limited basis, as needed, provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Identifies relevant and appropriate data and information sources.
3. Identifies health risks and implements risk reduction strategies for self and others.
4. Reports incidents according to proper procedures.
5. Refers to supervisor as needed.
6. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
7. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance.
8. Uses the PHPR as a reference guide.
9. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
10. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy

**JOB TITLE:** Local Health Nurse Specialist (Continued)    **JOB CODE:** 2126

within the agency, state medical information requirements and HIPAA guidelines.

Provides overall management and guidance to specifically assigned area.

1. Gathers information either directly by observation or indirectly through reports in order to evaluate compliance with assigned area's rules and guidelines.
2. Assures that agency and staff have needed equipment and information in order to comply with assigned area's rules and guidelines.
3. Answers questions and facilitates role as assigned area expert and consultant.
4. Anticipates potential problem situations and intervenes to offset any adverse impact.
5. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
6. Provides advice, counsel and instruction to nurses and other staff members on both work and administrative matters pertaining to assigned area.
7. Prepares reports for assigned area, as indicated, for local or state agencies.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive client care outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates information, concerns or problems to the Supervisor I, as needed, regarding assigned area.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs.
3. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.

**JOB TITLE: Local Health Nurse Specialist (Continued)      JOB CODE: 2126**

2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the Nursing Supervisor or designee.

**SUPERVISION EXERCISED:** On a limited basis according to need, may supervise LHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB TITLE:** Local Health Nurse Specialist (Continued)

**JOB CODE:** 2126

**JOB SPECIFICATIONS:**

**Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the Kentucky Board of Nursing (KBN) Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

**Skills:**

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- Moderate level of skill in managing work-related activities

**Abilities:**

- Ability to understand the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Two (2) years of nursing experience in the LHD; and Successfully demonstrated nursing competencies for the LHN II; and

**JOB TITLE:** Local Health Nurse Specialist (Continued)

**JOB CODE:** 2126

Completed all of the programmatic trainings as assigned and indicated by their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Nurse Program Manager

**GRADE:** 22

**JOB CODE:** 2127

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under direction of the Nursing Supervisor, Nurse Administrator, Director of Nurses or designee, serves as a coordinator of services for a program area such as HANDS, Home Health, School Health, Healthy Start, etc. Provides consultation and technical assistance for co-workers, answers technical questions and provides up to date information to staff. Manages program resources. Assures that accurate information is documented appropriately according to program standards. Prepares programmatic reports as required by the local, state or federal guidelines. Serves as community resource person providing information regarding available services of the designated program. May provide direct client care as needed and time permits.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Provides direct client care as needed and time permits.

1. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance.
2. Uses the PHPR as a reference guide.
3. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Ensures proper dispensing and secure storage of medications.

Actively participates in assessing and utilizing client and community health information.

1. Identifies relevant and appropriate data and information sources.
2. Identifies health risks and implements risk reduction strategies for self and others.
3. Reports incidents according to proper procedures.
4. Refers to supervisor as needed.
5. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
6. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance.
7. Uses the PHPR/AR and programmatic manuals as reference guides.

8. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
9. May conduct communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and for the promotion and maintenance of health of populations.

**Provides personal, operational and financial management of assigned program.**

1. Provides leadership and assumes leadership role in effective strategic planning for assigned program.
2. Participates in the review and development of policies.
3. Orders supplies as needed.
4. Directs Quality Improvement activities for the program.

Documents provided services accurately and according to the PPHR, Administrative Reference (AR) and programmatic guidelines. Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

1. Attentive to detail, record-keeping and required paper work.
2. Assures that appropriate and accurate documentation is performed.
3. Prepares reports as required by agency, local, state or programmatic guidelines.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Effectively communicates to members of the community.
4. Listens to others and shares knowledge in a non-judgmental manner.
5. Communicates or disseminates information to staff.

6. Facilitates clear communication of expectations and accountabilities to staff.
7. Communicates programmatic concerns or problems to the Supervisor II nurse.

Provides leadership for the program and promotes teamwork.

1. Provides overall management and guidance for specifically assigned programs.
2. Demonstrates strong interpersonal skills, as well as, coaching and mentoring skills.
3. May complete special projects within a defined time.
4. Promotes and practices client/family advocacy.
5. Anticipates potential problem situations and intervenes to offset any adverse impact.
6. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
7. Demonstrates sensitivity for and understanding of clinical disciplines and issues.
8. Models effective clinical decision making skills.
9. Provides advice, counsel and instruction to nurses on both work and administrative matters.
10. Facilitates staff meetings for assigned program staff.
11. Attends Nursing Supervisor meetings, as appropriate, to assist in planning, evaluating, maintaining and improving current programs.

Interprets and applies laws, rules, regulations and policies applicable to the program activities assigned.

1. Learns program requirements through review of statutes, regulations and program standards.
2. Monitors and enforces compliance to programmatic, federal, state and local rules and regulations.
3. Conducts surveillance and maintenance of appropriate equipment for compliance and issues notifications of any violations or variances to standards.

When indicated and as needed, develops and conducts educational counseling and teaching activities for individual clients, families and/or community members based on assessments, focusing on assisting them in understanding health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs. Periodically evaluates and revises teaching plan(s), as needed.



**JOB TITLE:** Nurse Program Manager (Continued)

**JOB CODE:** 2127

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes all trainings for assigned program.
3. Attends meetings and seminars to maintain a current level of knowledge of regulatory guidelines, policies and procedures for assigned program.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives limited supervision by the nursing supervisor with occasional periods of autonomy. Supervisor provides general review and plays substantial role in setting goals, objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise LHNs, PHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

**JOB TITLE:** Nurse Program Manager (Continued)**JOB CODE:** 2127

- Considerable knowledge of the preparation of nursing care plans for individuals.
- Considerable knowledge of the practices and policies of the agency.
- Considerable knowledge of the assigned program.
- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of the role of various community health care providers, social service and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.
- Basic knowledge of federal, state and local laws and regulations governing public health.
- Awareness of cultural differences encountered in carrying out public health nursing activities.

**Skills:**

- Considerable level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Considerable level of skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
- Moderate level of skill in managing work-related activities of assigned staff.
- Moderate level of skill in applying the principles of epidemiology to a wide variety of social and health problems as indicated.
- Moderate level of skill in interpreting data collected from individual community assessments to determine health status and share with policymakers as indicated.

**Abilities:**

- Ability to understand the standard procedures and services of the local health agency.
- Ability to accurately interpret practices and policies of the agency to the staff and the public.
- Ability to organize materials, prepare reports and to make decisions.
- Considerable ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to communicate effectively with co-workers, clients and other professionals.
- Ability to provide clinical information and education through multiple methods, including public speaking.

**JOB TITLE:** Nurse Program Manager (Continued)

**JOB CODE:** 2127

- Ability to develop cooperative working relationships with staff, service providers and community members and to function well as a program leader.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Considerable ability to supervise and evaluate the performance of subordinate nursing staff.
- Ability to assess the educational needs of nursing staff working in the assigned program.
- Ability to apply leadership skills to facilitate the accomplishments of essential public health services.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Three (3) years of nursing experience in the LHD having successfully demonstrated competencies and completed all job specific programmatic trainings.

**Note:** Masters of Science in Nursing (MSN) or Masters in Public Health (MPH) degree may substitute for one (1) year of required experience.

**Note:** Nurse Program Manager having primary responsibilities with PHNs must have BSN degree or higher.

**New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Nurse Supervisor I

**GRADE:** 22

**JOB CODE:** 2128

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under the direction of the Nurse Supervisor II, the Nurse Administrator, Director of Nurses or designee, performs multi-tasks with a high degree of competency. Provides direct supervision and performance evaluations of assigned LPNs, LHNs, LHN Specialists, Nurse Program Managers, PHNs and ARNPs. May coordinate specific program areas, such as Home Health, HANDS and School Health. May provide direct client care as needed and time permits.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Reviews schedules of assigned health clinics.

1. Prepares work schedules and makes daily assignments of nursing staff.
2. Assigns follow-up activities.

Provides direct client care as needed.

1. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance.
2. Uses the PHPR as a reference guide.
3. Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Ensures proper dispensing and secure storage of medications.

Makes observations of the delivery and quality of client care and leads quality improvement activities.

1. Maintains records and reports according to program standards as defined by the PHPR/AR.
2. Conducts periodic reviews of medical records, nursing care plans and nursing related reports to ensure proper delivery and documentation of services.
3. Consistently monitors compliance with standards of care by observation, verbal reports and written documentation.
4. Monitors the implementation of all organizational policies, primarily clinical practice standards, through direct observation and interaction with nursing staff.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.
4. Demonstrates effective skills in employee counseling.
5. Communicates or disseminates information to staff.
6. Facilitates clear communication of expectations and accountabilities to staff.

Assesses and evaluates learning needs of clients, staff and the community.

1. Provides client or community education as indicated.
2. Assesses team's learning needs and/or individual nurse's training needs and makes recommendations to the Supervisor II or other supervisory personnel for in-service or other forms of training.
3. May provide occasional in-service training.
4. Adds to the knowledge of others via professional activities such as presentations, publication, research, policy development/change, and/or professional/community boards.

Works collaboratively with others to identify and address issues, solve problems and evaluate outcomes.

1. Independently collaborates with multidisciplinary team members.
2. Represents the agency in various meetings and organizations.
3. Participates in meetings of the supervisors or other administrative staff.

Demonstrates a leadership style that is facilitative and collaborative.

1. Serves as a mentor and consultant in assuming responsibility and accountability for efficient use of human and other resources to manage clients and/or staff in a client care area.
2. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
3. Coordinates client flow, as needed, in the practice area.
4. Models effective clinical decision making skills.
5. Motivates employees to improve the quality and quantity of work performed.
6. Interviews applicants for vacant LHN/PHN positions and makes recommendations to Supervisor II.
7. Provides advice, counsel and instruction to nurses on both work and administrative matters.
8. Serves as a resource in decision-making activities, which require knowledge related to area specific policies, procedures and guidelines.

**JOB TITLE:** Nurse Supervisor I (Continued)

**JOB CODE:** 2128

Resolves work problems presented by LHNs/PHNs and recommends or implements ways to improve production or quality of work.

1. Proactively identifies problems and collaborates with the health care team to find solutions.
2. Demonstrates and role models effective communication, problem solving processes and conflict resolution skills.
3. Refers complaints or concerns of a more serious nature to the Nurse Supervisor II.

Completes performance evaluations of LHN/PHN staff as assigned.

1. Defines the qualifications and performance expectations for assigned staff positions through the performance development system, including specific job descriptions and measurable performance standards.
2. Provides immediate and summary performance evaluations.
3. Monitors performance against service standards.
4. Provides appropriate feedback to staff and assists in the development of plans to increase compliance and/or to correct deficiencies.
5. Participates in the disciplinary process of staff as indicated and needed.
6. Informs the Supervisor II, Nurse Administrator or Director of Nurses of actual or anticipated issues or problems.
7. Prepares formal performance evaluation reports using agency's selected form.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
5. Assures area supplies and equipment are utilized efficiently and cost-effectively, while meeting client care needs.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.

**JOB TITLE:** Nurse Supervisor I (Continued)

**JOB CODE:** 2128

3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the Nurse Supervisor II, Nurse Administrator and/or Director of Nurses.

**SUPERVISION EXERCISED:** May supervise LPNs, LHNs, PHNs, LHN Specialists, Nurse Program Managers and unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

### **JOB SPECIFICATIONS:**

#### **Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and procedures and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Good knowledge of methods of evaluating the quality of nursing care provided and the performance of nursing staff members.
- Good knowledge of methods of assessing the type and amount of nursing services required.
- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of the role of various community health care providers, social service and advocacy agencies within the community.

#### **Skills:**

- Considerable skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Considerable skill in interviewing and counseling clients and staff.

**JOB TITLE:** Nurse Supervisor I (Continued)

**JOB CODE:** 2128

- High level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
- Beginning to moderate level of skill in interpreting data collected from individual community assessments to determine health status and share with local agency and policymakers.

**Abilities:**

- Ability to learn the standard procedures and services of the local health agency.
- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Ability to effectively direct the work of other nursing staff.
- Ability to provide clinical information and education through multiple methods, including public speaking.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and/or other population groups.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Three (3) years of nursing experience in the Local Health Department (LHD) having successfully demonstrated competencies.  
No prior supervisory experience required.

**Note:** Masters of Science in Nursing (MSN) or Masters of Public Health (MPH) degree may substitute for one (1) year of experience.

**Note:** Nurse Supervisor I having primary responsibilities with Public Health Nurses (PHNs) must have a Bachelors of Science in Nursing (BSN) or higher.

**New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.



## **JOB DESCRIPTION**

**JOB TITLE:** Nurse Supervisor II

**GRADE:** 23

**JOB CODE:** 2129

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under the direction of the Nurse Administrator, Director of Nurses or designee, performs multiple supervisory tasks with a high degree of competency. Provides direct supervision and performance evaluations of assigned LPNs, LHNs, LHN Specialists, Nurse Program Managers, PHNs, ARNPs, Supervisor I nurses and selected agency staff. May provide for day-to-day clinic management. Develops goals, objectives and policies for Supervisor I nurses. Makes decisions related to work problems presented by assigned staff. May coordinate specific program areas, such as Home Health, HANDS and School Health. May provide direct client care as needed and time permits.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Reviews schedules of assigned health clinics, as needed.

1. Prepares work schedules and makes daily assignments of nursing staff. Documents schedules appropriately.
2. Coordinates client flow, as needed, in the practice area.
3. Coordinates follow-up activities for clinical programs.
4. Approves requested leave.
5. Schedules Local Board of Health meetings and may attend.
6. May coordinate building maintenance activities.
7. Maintains safe work environment according to regulatory standards.

Participates in the delivery of nursing care services and provides direct client care as needed and time permits.

1. Uses basic computer skills to access data and retrieve programmatic information from the PPHP with minimal assistance.
2. Uses the PPHP as a reference guide.
3. Documents services provided to the client in the medical record entering required service/program specific information according to the PPHP and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Ensures proper dispensing and secure storage of medications.
6. Oversees the development of nursing care plans.

Makes observations of the delivery and quality of client care and leads quality improvement activities.

1. Maintains records and reports according to program standards as defined by the PHPR/AR.
2. Conducts periodic reviews of medical records, nursing care plans and nursing related reports to ensure proper delivery and documentation of services.
3. Consistently monitors compliance with standards of care by observation, verbal reports and written documentation.
4. Monitors the implementation of all organizational policies, primarily clinical practice standards, through direct observation and interaction with nursing staff.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.
4. Demonstrates effective skills in employee counseling.
5. Communicates or disseminates information to staff.
6. Facilitates clear communication of expectations and accountabilities to staff.

Assesses and evaluates learning needs of clients, staff and the community.

1. Provides client or community education as indicated.
2. Participates in community health activities.
3. Assesses team's learning needs and/or individual nurse's training needs and makes recommendations to the appropriate supervisor for in-service or other forms of training.
4. May provide occasional in-service training.
5. Documents training records appropriately.
6. Adds to the knowledge of others via professional activities – presentations, publication, research, policy development/change, and/or professional/community boards.
7. Provides for orientation and training of new nursing employees.
8. Works with educational institutions in planning for appropriate clinical experiences for students while in the health department.

Works collaboratively with others to identify and address issues, solve problems and evaluate outcomes.

1. Establishes good rapport and cooperative working relationships with agency staff.

2. Independently collaborates with multidisciplinary team members.
3. Represents the agency in various meetings and organizations.
4. Conducts regular meetings with staff members to resolve nursing problems and to disseminate information.
5. Facilitates meetings of the supervisors or other administrative staff.
6. May conduct monthly staff meetings.
7. Considers a broad spectrum of factors when making decisions, including policy, economic impact, and effect on client care and the agency.
8. Makes decisions on personnel policy matters affecting assigned subordinate staff.

Demonstrates a leadership style that is facilitative and collaborative.

1. Participates in the development of goals, objectives, and policies for the Supervisor I nurses and for those related to the provision of client care.
2. Serves as a mentor and consultant in assuming responsibility and accountability for efficient use of human and other resources to manage clients and/or staff in a client care area.
3. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
4. Models effective clinical decision making skills.
5. May coordinate or manage one or more assigned programs.
6. Interviews applicants for vacant LHN/PHN and Supervisor I positions and makes recommendations to the Nurse Administrator or Director of Nurses.
7. Provides advice, counsel and instruction to nurses and Supervisor I's on both work and administrative matters.
8. Serves as a resource in decision-making activities, which require knowledge related to area specific policies, procedures and guidelines.
9. Delegates authority, as appropriate, to subordinate supervisors and provides appropriate mentorship.

Resolves work problems presented by the Supervisor I nurse/s and recommends or implements ways to improve production or quality of work.

1. Promotes team building among nursing staff.
2. Proactively identifies problems and collaborates with the health care team to find solutions.
3. Demonstrates and role models effective communication, problem solving process and conflict resolution skills.
4. Refers complaints or concerns of a more serious nature to the Nurse Administrator or Director of Nurses.

Performs performance evaluations of LHN/PHN staff, as assigned, and of the Nurse Supervisor I nurse/s.

1. Defines the qualifications and performance expectations for assigned staff positions through the performance development system, including specific job descriptions and measurable performance standards.
2. Provides immediate and summary performance evaluations.
3. Consistently monitors performance against service standards.
4. Provides appropriate feedback to staff and assists in the development of plans to increase compliance and/or to correct deficiencies.
5. Participates in the disciplinary process of staff as indicated and needed.
6. Informs the Nurse Administrator or Director of Nursing of actual or anticipated issues or problems.
7. Prepares formal performance evaluation reports using agency's selected form.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
5. Monitors demand for services to ensure efficient allocation of personnel, equipment and supplies.
6. Assures area supplies and equipment are utilized efficiently and cost-effectively, while meeting client care needs.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

**JOB TITLE:** Nurse Supervisor II (Continued)

**JOB CODE:** 2129

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the Nurse Administrator or Director of Nurses.

**SUPERVISION EXERCISED:** May supervise LPNs, LHNs, PHNs, LHN Specialists, Nurse Program Managers, Nurse Supervisor I nurses and unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and procedures and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Good knowledge of methods of evaluating the quality of nursing care provided and the performance of nursing staff members.
- Good knowledge of methods of assessing the type and amount of nursing services required.
- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of the role of various community health care providers, social service and advocacy agencies within the community.

### **Skills:**

- Considerable skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Considerable skill in interviewing and counseling clients and staff.
- High level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**JOB TITLE:** Nurse Supervisor II (Continued)

**JOB CODE:** 2129

- Beginning to moderate level of skill in interpreting data collected from individual community assessments to determine health status and share with local agency and policymakers.

**Abilities:**

- Ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Ability to effectively direct the work of other nursing staff.
- Ability to provide clinical information and education through multiple methods, including public speaking.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and/or other population groups.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Five (5) years of nursing experience.

(Three (3) of the five (5) years of nursing experience must be in the Local Health Department (LHD) having successfully demonstrated competencies; with one (1) of the years having included supervisory experience.)

**Note:** Masters of Science in Nursing (MSN) or Masters in Public Health (MPH) may substitute for one (1) year of experience.

**Note:** Nurse Supervisor II nurses, having primary responsibilities supervising Public Health Nurses (PHNs), must have Bachelors of Science in Nursing (BSN) or higher.

**New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Public Health Nurse I

**GRADE:** 16

**JOB CODE:** 2130

**EST. DATE:** 7-1-06

**General Function:** This is the entry-level class in the Public Health Nurse series. Under general supervision, the Public Health Nurse provides basic public health nursing services, focusing on the prevention of illness, injury or disability, the promotion of health and maintenance of the health of populations. Services are provided to population groups and to individuals and/or families within the population groups in clinic or community settings. Work is performed under close to moderate supervision of the Nurse Supervisor and mentorship of an experienced Public Health Nurse, but with gradually increasing responsibility and independence as experience is acquired. Advancement to the Public Health Nurse II position requires satisfaction of the minimum qualification requirements and completion of required programmatic trainings.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES**

Assists staff (PHN, etc.) in the community assessment and epidemiological investigation(s) of the health status of populations, groups, and individuals through the analysis of data collected from clients, families, medical practitioners, community service agencies, local and national surveys with a focus on the identification of at-risk populations. Participates in outbreak investigations and surveillance activities.

Participates in local health department and community initiatives that address specific at-risk target populations, public health disease prevention and health promotion strategies.

Participates in the development or refinement of health department policies and plans. Participates in continuous review and improvement of health department policies and procedures to prioritize and address the health needs of targeted populations. Serves as advocate for at-risk or high-risk population groups.

Provides or assists in providing a variety of Public Health Nursing services such as family planning, pre and postnatal care, communicable diseases and other health conditions in the clinic, home or community settings to particular at-risk or high-risk populations or populations with limited access to care

Interviews client and/or family. Conducts physical assessment according to agency and Public Health Practice Reference (PHPR) protocol. Collects health history and data regarding current health status and life situations. Assesses the physical, psychological, and social health care needs of individual clients or families as part of a population group.

**JOB TITLE:** Public Health Nurse I (Continued)

**JOB CODE:** 2130

Counsels individual clients and/or families regarding disease prevention/treatment, health maintenance and promotion in order to enhance the individual's ability to recognize the need for and to seek treatment to meet health care needs. Identifies cultural, social, and behavioral factors that impact delivery of services. Assesses eligibility for health department programs as appropriate.

Documents individual and/or family services in client record(s), reflecting medical history, examinations, tests performed, symptoms, and other client information according to agency protocol and policy. (PSRS)

Provides referral of clients to appropriate services that are available and acceptable to members of a particular population.

Participates or conducts health education instruction and/or classes to individuals, families, community and service groups, industry and business for the promotion and maintenance of health. Assists with problem-solving skills. Interprets department programs, policies and resources. Participates in implementation of emergency response plans.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives close to moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

**SUPERVISION EXERCISED:** May supervise LHNs, LPNs, unlicensed assistive personnel, and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.



**JOB TITLE:** Public Health Nurse I

(Continued)

**JOB CODE:** 2130

**JOB SPECIFICATIONS:**

**Knowledge:**

- Thorough knowledge of the principles and practices of Public Health Nursing applicable to the assessment, promotion, and maintenance of at risk individuals, families and the community.
- Knowledge of information management systems and statistics to access, analyze and present accurate health status information.
- Working knowledge of how political and economic factors affect policy development and implementation.
- Considerable knowledge of environmental risk factors, environmental assessment mechanisms and communication of risk factors.
- Knowledge of the role of various community health care providers, social service, and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.
- Moderate knowledge of legal and regulatory information.
- Awareness of primary, secondary and tertiary prevention for individuals and community.
- Basic knowledge of contemporary learning techniques and different theories on education and learning.
- Moderate understanding of risk assessment and health risk assessment.

**Skills:**

- Managing a caseload and establishing priorities for case management, treatment and referrals.
- Preparing clear, complete and accurate documentation, reports and other written correspondence.
- Applying the principles of epidemiology to a wide variety of social and health problems.
- Communicating clear and accurate information regarding clients to physicians, health care providers and other health team members.
- Following up on recommended treatment plans to assure effective resolution of health related problems.
- Interpreting data collected from individual community assessments to determine health status and share with policymakers.
- Actively participating in public relations.
- Demonstrating cultural competency.
- Providing leadership and group development.
- Developing policy and program planning.
- Applying financial planning and management techniques.
- Utilizing and integrating strategic planning process.
- Analyzing and evaluating cost-effectiveness, cost-benefit and cost-utility.

**JOB TITLE:** Public Health Nurse I (Continued)

**JOB CODE:** 2130

- Utilizing knowledge of basic public health science.
- Performing in assertive manner as needed.
- Developing and administering surveys.

**Abilities:**

- Ability to establish and maintain effective working relationships with associates, clients, community groups and other public and private agencies.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and other population groups.
- Ability to communicate effectively verbally and in writing.
- Ability to collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Ability to maintain accurate records and document actions taken.
- Ability to deal with clients of various socio-economic backgrounds and temperaments.
- Ability to function in diverse settings and assessing cross-cultural relations.
- Ability to translate education information into compelling sound “bites”.
- Ability to perform psychosocial, physical and emotional assessment of clients, recognizing normal from abnormal.
- Ability to coordinate work with the epidemiologist.
- Ability to perform, provide and document public health services in a clinic setting using the nursing process of assessment, planning and evaluation with minimal direct supervision.
- Ability to learn query management of information.
- Ability to exercise independent judgment.
- Ability to participate as an active member of the public health team.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Bachelor’s Degree in nursing (BSN) from an accredited college or university.

Must have met all requirements of KRS 314.041, having received a provisional license and approval to practice as a Registered Nurse Applicant (RNA) or having a current active Kentucky Registered Nurse license.

No previous nursing practice experience required.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Public Health Nurse II

**GRADE:** 19

**JOB CODE:** 2131

**EST. DATE:** 7-1-06

**General Function:** The classification of Public Health Nurse II is characterized by the responsibility for conducting communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and the promotion and maintenance of health of populations. Such positions also provide generalized and comprehensive public counseling to individuals and groups in the clinic and community settings. Working independently within agency guidelines, incumbents in this classification apply a variety of technical, interpersonal, analytical, and organizational skills to problems of health, as they affect clients, families, and the community.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES**

Assesses the health status of individuals groups and populations through analysis of data collected from clients, families, medical practitioners, community service agencies, schools, and appropriate surveys to identify at-risk populations.

Analyzes health status assessments and participates in the development of policies and plans to address the health services and program needs of the targeted population.

Participates in agency initiatives that address specific at-risk target populations, public health disease prevention and health promotion strategies.

Participates in the development or refinement of health department policies and plans. Participates in continuous review and improvement of health department policies and plans to prioritize and address the health needs of targeted populations. Serves as advocate for at-risk or high-risk population groups.

Provides or assists in providing a variety of Public Health Nursing services such as family planning, pre and postnatal care, communicable diseases and other health conditions in the clinic, home or other community settings to particular at-risk or high-risk populations or populations with limited access to care

Interviews client and/or family. Conducts physical assessment according to agency and PHPR protocol. Collects health history and data regarding current health status and life situations. Assesses the physical, psychological, and health care needs of individual clients or families as part of a population group.

Counsels individual clients and/or families regarding disease prevention/treatment, health maintenance and promotion in order to enhance the individual's ability to

**JOB TITLE:** Public Health Nurse II (Continued)

**JOB CODE:** 2131

recognize the need for and to seek treatment to meet health care needs. Identifies cultural, social, and behavioral factors that impact delivery of services. Assesses eligibility for health department programs, as appropriate.

Documents individual and/or family services in client record(s), reflecting medical history, examinations, tests performed, symptoms, and other patient information according to agency protocol and policy. (P.S.R.S.)

Provides referral of clients to appropriate services that are available and acceptable to members of a particular population.

Provides professional nursing services for various public health programs according to agency policy and standardized procedure including family planning, pre and postnatal care, well child assessments, immunizations, HIV, STD, etc.

Participates or conducts health education instruction and/or classes to individuals, families, community and service groups, industry and business for the promotion and maintenance of health. Assists with problem-solving skills. Interprets department programs, policies and resources. Participates in implementation of emergency response plans.

Instructs/advises and mentors new staff in the policies, practices and procedures of the agency, as related to public health nursing.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

**JOB TITLE:** Public Health Nurse II (Continued)

**JOB CODE:** 2131

**SUPERVISION EXERCISED:** May supervise LHNs, LPNs, unlicensed assistive personnel, and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS**

### **Knowledge:**

- Considerable knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of information management systems and statistics to access, analyze and present accurate health status information.
- Considerable knowledge of environmental risk factors, environmental assessment mechanisms and communication of risk factors.
- Thorough knowledge of the principles and practices of Public Health Nursing applicable to the assessment, promotion, and maintenance of the health of at-risk individuals, families and the community.
- Knowledge of the role of various community health care providers, social service, and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.

### **Skills:**

- Managing a caseload and establishing priorities for case management, treatment, and referrals.
- Preparing clear, complete and accurate documentation, reports and other written correspondence.
- Applying the principles of epidemiology to a wide variety of social and health problems.
- Communicating clear and accurate information regarding clients to physicians, health procedures and other health team members
- Following up on recommended treatment plans to ensure effective resolution of health and related problems.
- Interpreting data collected from individual community assessments to determine health status and share with policymakers.

### **Abilities:**

- Ability to establish and maintain effective working relationships with associates, clients, community groups and other public and private agencies.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and other population groups.
- Ability to communicate effectively verbally and in writing.

**JOB TITLE:** Public Health Nurse II (Continued)

**JOB CODE:** 2131

- Ability to collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Ability to maintain accurate records and document actions taken.
- Ability to deal with clients of various socio-economic backgrounds and temperament.
- Ability to perform, provide and document public health services in a clinic setting using the nursing process of assessment, planning and evaluation with minimal direct supervision.
- Ability to learn core computer skills to do word processing and query management information.
- Ability to exercise independent judgment.
- Ability to participate as an active member of the public health team.
- Ability to remain flexible and function independently within a structured environment.
- Ability to assist with the presentation of public health initiatives and agency programs in public forums.
- Ability to apply leadership skills to facilitate the accomplishments of essential public health services.
- Ability to apply principles of cultural diversity and group and organizational behavior to effectively facilitate teams and coalitions around the issues of public health concern.
- Ability to apply the nursing process and system theory to the principles and practices of public health nursing.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active registered nurse license from the Kentucky Board of Nursing

Bachelor's Degree in nursing (BSN) from an accredited college or university.

One (1) year LHD experience: and Has completed the required LHD programmatic trainings as assigned and indicated in their position description and successfully demonstrated competencies.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Public Health Nurse III

**GRADE:** 20

**JOB CODE:** 2132

**EST. DATE:** 7-1-06

**General Function:** Incumbents within this classification function in a beginning leadership role that will involve the coordination of medical and support staff to ensure the most effective use of staff. This level includes some delegated management duties as well as consulting responsibilities performed by the Public Health Nurse. The classification of Public Health Nurse III is characterized by the responsibility for conducting communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and the promotion and maintenance of health of populations. Such positions also provide generalized and comprehensive public counseling to individuals and groups in the clinic and community settings. Working independently within agency guidelines, incumbents in this classification apply a variety of technical, interpersonal, analytical, and organizing skills to problems of health as they affect clients, families, and the community.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES**

Performs management functions delegated by the supervisor that could include planning and implementing service delivery guidelines, overseeing public health programs. Monitors compliance with policies, procedures and protocols.

Assesses the health status of individuals, groups and populations through analysis of data collected from clients, families, medical practitioners, community service agencies, schools, and appropriate surveys to identify at-risk populations.

Analyzes health status assessments and participates in the development of policies and plans to address the health services and program needs of the targeted population.

Participates in agency initiatives that address specific needs of at-risk target populations and public health disease prevention and health promotion strategies.

Participates in the development or refinement of health department policies and plans. Participates in a continuous review to improve, prioritize and address the health needs of targeted populations.

Provides or assists in providing a variety of Public Health Nursing services such as family planning, pre and postnatal care, communicable diseases and other health conditions in the clinic, home or other community settings to particular at-risk or high-risk populations or populations with limited access to care

**JOB TITLE:** Public Health Nurse III (Continued)

**JOB CODE:** 2132

Interviews client and/or family. Conducts physical assessment according to agency and PHPR protocol. Collects health history and data regarding current health status and life situations. Assesses the physical, psychological, and health care needs of individual clients or families as part of a population group.

Counsels individual clients and/or family regarding disease prevention/treatment, health maintenance and promotion in order to enhance the individual's ability to recognize the need for and to seek treatment to meet health care needs. Counsels individual clients and/or family regarding their eligibility for health department programs, as appropriate.

Documents individual and/or family services in client record(s), reflecting medical history, examinations, tests performed, symptoms, and other client information according to agency protocol and policy. (P.S.R.S.)

Provides referral of clients to appropriate services that are available and acceptable to members of a particular population.

Provides professional nursing services for various public health programs according to agency policy and standardized procedure including family planning, pre and post natal care, well child assessments, immunizations, HIV, STD, etc.

Participates or conducts health education instruction and/or classes to individuals, families, community and service groups, industry and business for the promotion and maintenance of health. Assists with problem-solving skills. Interprets department programs, policies and resources. Participates in implementation of emergency response plans.

Instructs/advises and mentors new staff in the policies, practices and procedures of the agency, as related to public health nursing.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.



**JOB TITLE:** Public Health Nurse III (Continued)

**JOB CODE:** 2132

3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives moderate to minimal supervision by the nursing supervisor. Functions with increasing independence having available access to the supervisor.

**SUPERVISION EXERCISED:** May supervise LHNs, LPNs, unlicensed assistive personnel, and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines. May provide guidance to PHN I and PHN II nurses.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Knowledge of basic leadership principles and policies.
- Considerable knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of information management systems and statistics to access, analyze and present accurate health status information.
- Considerable knowledge of environmental risk factors, environmental assessment mechanisms and communication of risk factors.
- Thorough knowledge of the principles and practices of Public Health Nursing applicable to the assessment, promotion, and maintenance of the health of at-risk individuals, families and the community.
- Knowledge of the role of various community health care providers, social service, and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.

**Skills:**

- Managing a caseload and establishing priorities for case management, treatment, and referrals.
- Preparing clear, complete and accurate documentation, reports and other written correspondence.
- Applying the principles of epidemiology to a wide variety of social and health problems.
- Communicating clear and accurate information regarding clients to physicians, health procedures and other health team members.
- Following up on recommended treatment plans to ensure effective resolution of health and related problems.
- Interpreting data collected from individual community assessments to determine health status and share with policymakers.

**JOB TITLE:** Public Health Nurse III (Continued)

**JOB CODE:** 2132

**Abilities:**

- Ability to assign medical and support staff according to skill level and to set work priorities according to program and caseload demands
- Ability to establish and maintain effective working relationships with associates, clients, community groups and other public and private agencies.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and other population groups.
- Ability to communicate effectively verbally and in writing.
- Ability to collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Ability to maintain accurate records and document actions taken.
- Ability to deal with clients of various socio-economic backgrounds and temperament.
- Ability to perform, provide and document public health services in a clinic setting using the nursing process of assessment, planning and evaluation with minimal direct supervision.
- Ability to learn core computer skills to do word processing and query management information.
- Ability to exercise independent judgment.
- Ability to participate as an active member of the public health team.
- Ability to remain flexible and function independently within a structured environment.
- Ability to assist with the presentation of public health initiatives and agency programs in public forums.
- Ability to apply leadership skills to facilitate the accomplishments of essential public health services.
- Ability to apply principles of cultural diversity and group and organizational behavior to effectively facilitate teams and coalitions around the issues of public health concern.
- Ability to apply the nursing process and system theory to the principles and practices of public health nursing.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active registered nurse license from the Kentucky Board of Nursing.

Bachelor's Degree in nursing (BSN) from an accredited college or university.  
Two (2) years experience in the LHD; and has completed the required LHD programmatic trainings as assigned and indicated by their position description and successfully demonstrated competencies.

**NOTE: New classification as of 7-1-06.**

**JOB TITLE:** Public Health Nurse III (Continued)

**JOB CODE:** 2132

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse I- Home Health

**GRADE:** 16

**JOB CODE:** 2135

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Provides preventive, therapeutic, restorative and intermittent skilled nursing services under general supervision to individuals in their place of residence. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, physician orders, the Kentucky Department for Public Health mission, goals, and essential services, and other federal and state rules and regulations, and local policies. Practices according to the Federal Conditions of Participation.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Obtains physician orders to assess that the client is appropriate for care in the home.

Conducts initial nursing assessment to determine program eligibility, needed services and appropriate payer source.

Conducts comprehensive assessments, at designated times, to obtain and document pertinent physical and psychological health status and history, including family/support systems, coping skills, socio-cultural, educational or environmental/safety background.

Assesses pain management and completes review of medications to include OTC medicines, herbal supplements and/or polypharmacy. Assesses need for and use of health care equipment and technology.

Develops an individualized plan of care for the client in consultation with the client's physician and other appropriate agency personnel. Communicates the plan of care with other caregivers such as physical therapists, speech and occupational therapists, social workers, LPNs and home health aides.

Provides intermittent skilled nursing service/s such as medication administration, catheterization and catheter care, wound care management, tracheostomy management, venipuncture, central line care, parenteral therapy, gastric feedings, client education and other skilled nursing services as ordered by the physician.

Obtains specimens, as indicated, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging.

**JOB TITLE:** Local Health Nurse I- Home Health (Continued) **JOB CODE:** 2135

Identifies health risks and implements risk reduction strategies for self and others according to agency policy.

1. Conducts risk assessments as indicated according to client's age, diagnosis, living arrangements and agency policy.
2. Reports and records incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Makes appropriate referrals and maintains records and written reports according to program standards and according to conditions of participation.
6. Makes supervisory visits of clients to evaluate services and performance of home health aides and other caregivers in the home.

Documents all client related activities while maintaining confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Conducts or participates in team meetings/case conferences to evaluate client's response to care, need to alter the plan of care, need to add or discontinue a service or need to change payer status.

Evaluates client's response to care and discusses progress of client with physician, supervisor and/or other caregivers. Revises plan of care, as appropriate, and makes referrals to other community agencies as needed.

Communicates effectively both orally and in writing, including documentation, record keeping and correspondence.

1. Communicates progress of client with physicians and other caregivers.
2. Uses therapeutic communication effectively with clients, families and health team members.
3. Uses appropriate communication strategies to affect positive client care outcomes.
4. Listens to others and shares knowledge in a non-judgmental manner.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level, and needs. Periodically evaluates teaching plan(s) based on the progress and compliance of the client in complying with the objectives of the educational materials.

**JOB TITLE:** Local Health Nurse I- Home Health (Continued) **JOB CODE:** 2135

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department policies.
2. Organizes, prioritizes and provides client care and other work assignments in a timely and cost-effective manner.
3. Practices fiscal responsibility through timely correct coding of employee time sheet, travel voucher and OASIS document.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.
5. Identifies and makes supervisor aware of any special needs that a client would have in a Bioterrorism or disaster event.

**SUPERVISION RECEIVED:** Receives supervision by the nursing supervisor or designated preceptor in relation to training and previous experience. Functions with increasing autonomy with available access to preceptor and/or supervisor.

**SUPERVISION EXERCISED:** May supervise LPNs and unlicensed assistive personnel, such as home health aides, consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local, state and

**JOB TITLE:** Local Health Nurse I- Home Health (Continued) **JOB CODE:** 2135

federal guidelines.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of standard nursing techniques and procedures.
- Knowledge of routine laboratory and radiological procedures.
- Knowledge of the signs and symptoms of a variety of common disorders.
- Knowledge of medications, their use, interactions with other medications and adverse reactions
- Knowledge of the preparation of nursing care plans for individuals.
- Knowledge of ethics and safety in home care.
- Knowledge of documentation requirements for Medicare/Medicaid or other third-party reimbursement.

**Skills:**

- Working level of skill in the application of nursing techniques, procedures and equipment according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in documentation of clinical, therapeutic, social, environmental and legal activities in the medical record.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

- Ability to learn the standard procedures and services of the local health agency.
- Ability to prioritize, organize and complete work assignments timely, legibly and efficiently.
- Ability to interview and counsel clients.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to explain the significance of conditions or diseases to clients/families.
- Ability to interact therapeutically with clients/families.

**JOB TITLE:** Local Health Nurse I- Home Health (Continued) **JOB CODE:** 2135

- Ability to use good nursing judgment to determine appropriate care and to evaluate when further assistance is needed or referral is to be made.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

An Associate degree or diploma from an accredited university, college or school of nursing (ASN).

Must have met all requirements of KRS 314.041, having received a provisional license and approval to practice as a Registered Nurse Applicant (RNA). or having a current active Kentucky Registered Nurse license.

No previous nursing practice experience required.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

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## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse II- Home Health

**GRADE:** 19

**JOB CODE:** 2136

**EST. DATE:** 4-06

**GENERAL FUNCTION:** Under limited supervision provides preventive, therapeutic, restorative and intermittent skilled nursing services, which are significantly difficult, to individuals in their place of residence. Client problems range from the simple to extremely complex. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, physician orders, the Kentucky Department for Public Health mission, goals, and essential services, and other federal and state rules and regulations, and local policies. Practices according to the Federal Conditions of Participation. Provided services require independent judgment and skill. Home health experience and training has been acquired. The nurse would be responsible for the total management and evaluation of care for the individual, would supervise Local Health Nurse I Home Health nurses and provide training for home health aides.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Obtains physician orders to assess that the client is appropriate for care in the home.

Conducts initial nursing assessment to determine program eligibility, needed services and appropriate payer source.

Conducts comprehensive assessments, at designated times, to obtain and document pertinent physical and psychological health status and history, including family/ support systems, coping skills, socio-cultural, educational or environmental/safety background.

Assesses pain management and completes review of medications to include OTC medicines, herbal supplements, and/or polypharmacy. Assesses need for and use of health care equipment and technology.

Develops an individualized plan of care for the client in consultation with the client's physician and other appropriate agency personnel. Communicates the plan of care with other caregivers such as physical therapists, speech and occupational therapists, social workers, LPNs and home health aides.

Provides intermittent skilled nursing service/s such as medication administration, catheterization and catheter care, wound care management, tracheostomy management, venipuncture, central line care, parenteral therapy, gastric

**JOB TITLE:** Local Health Nurse II- Home Health (Cont'd)      **JOB CODE:** 2136

feedings, client education and other skilled nursing services as ordered by the physician.

Obtains specimens, as indicated, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging.

Identifies health risks and implements risk reduction strategies for self and others according to agency policy.

1. Conducts risk assessments, as indicated, according to client's age, diagnosis, living arrangements and agency policy.
2. Reports and records incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Makes appropriate referrals and maintains records and written reports according to program standards and according to conditions of participation.
6. Makes supervisory visits of clients to evaluate services and performance of home health aides and other caregivers.

Documents all client related activities while maintaining confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Conducts or participates in team meetings/case conferences to evaluate client's response to care, need to alter the plan of care, or need to add or discontinue a service or need to change payer status.

Evaluates client's response to care and discusses progress of client with physician, supervisor and/or other caregivers. Revises plan of care as appropriate and makes referrals to other community agencies, as needed.

Communicates effectively both orally and in writing, including documentation, record keeping and correspondence.

1. Communicates progress of client with physicians and other caregivers.
2. Uses therapeutic communication effectively with clients, families and health team members.
3. Uses appropriate communication strategies to affect positive client care outcomes.
4. Listens to others and shares knowledge in a non-judgmental manner.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on

**JOB TITLE:** Local Health Nurse II- Home Health (Cont'd)      **JOB CODE:** 2136

assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care, utilizing

selected educational methods and materials that are appropriate to the language, reading level, and needs of the client. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department policies.
2. Organizes, prioritizes and provides care and other work assignments in a timely and cost-effective manner.
3. Practices fiscal responsibility through timely correct coding of employee time sheet, travel voucher, and OASIS document.

Provides increasing leadership and supervision.

1. Participates in utilization review for quality of services.
2. Conducts performance evaluations for appropriate staff.
3. Makes supervisory visits of patients for reassessment and evaluates services provided by home health aides and other care givers.
4. Keeps updated on Medicare/Medicaid regulations and other regulatory agencies and keeps staff informed of pertinent changes.
5. Participates in employee orientation and training programs.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities.
3. Develops collegial relationships for the purpose of professional development.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.

**JOB TITLE:** Local Health Nurse II- Home Health (Cont'd)      **JOB CODE:** 2136

3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.
5. Identifies and makes supervisor aware of any special needs that a client would have in a Bioterrorism or disaster event.

**SUPERVISION RECEIVED:** Receives limited supervision by the nursing supervisor with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise LHN I Home Health nurses, LPNs, unlicensed assistive personnel, such as home health aides, consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines. May supervise home health aides for competency evaluation.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of standard nursing techniques and procedures.
- Knowledge of routine laboratory and radiological procedures.
- Knowledge of the signs and symptoms of a variety of common disorders.
- Knowledge of medications, their use, interactions with other medications and adverse reactions.
- Knowledge of the preparation of nursing care plans for individuals.
- Knowledge of ethics and safety in home care.
- Knowledge of documentation requirements for Medicare/Medicaid or other third-party reimbursement.

### **Skills:**

- Considerable skill in the application of nursing techniques, procedures and equipment according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in documentation of clinical, therapeutic, social, environmental and legal activities in the medical record.
- Moderate level of skill in utilizing appropriate oral and written

**JOB TITLE:** Local Health Nurse II- Home Health (Cont'd) **JOB CODE:** 2136

communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

- Considerable ability to learn the policies, procedures, and programs of the local health agency.
- Ability to prioritize, organize and complete work assignments timely, legibly and efficiently.
- Ability to interview and counsel clients.
- Ability to develop cooperative working relationships with other service providers and to function well as a team member.
- Ability to explain the significance of conditions or diseases to clients.
- Ability to interact therapeutically with clients.
- Ability to use good nursing judgment to determine appropriate care and to evaluate when further assistance is needed or referral is to be made.
- Working ability to comprehend, communicate and apply state and federal laws and health laws, which affect client care.
- Ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.
- Ability to accurately interpret complex clinical situations.
- Ability to be flexible in setting priorities.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active nursing license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing; One (1) year of home health experience in the Local Health Department (LHD) or less and; Successfully completed nursing competences and; Completed most of the required job specific trainings as assigned and indicated by their performance evaluation.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Licensed Practical Nurse I

**GRADE:** 10

**JOB CODE:** 2141

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under direct supervision, performs work of moderate difficulty in the provision of nursing services delegated by a registered nurse or physician to clients in a variety of community settings, including, but not limited to, clinics, homes and schools. The nurse in this classification would receive job specific training (mentorship) in the requirements and scope of practice of the various assigned health department programs and services. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics, according to the scope of practice for a LPN.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Orients to health department programs and services, including the Core Functions and Essential Services. Orients to local policy guidelines and the Internal Control Program. Orients to the reporting procedures for abuse, neglect and exploitation.

Interviews client to address the presenting/initial reason for visiting the health department and subsequent willingness for service(s) offered and indicated. Conducts basic nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains basic specimens, as directed, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Records results, as reported by laboratory, on client's chart. Describes services that are available (or refers) and eligibility criteria as appropriate.

Participates in the development and implementation of a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care under supervision to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR,

**JOB TITLE:** Licensed Practical Nurse I

**JOB CODE:** 2141

Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Gathers pertinent, relevant and appropriate data about individual and family, past and current physical, mental and developmental status.
3. Under supervision of a registered nurse administers basic screening tests to identify health problems and carries out approved treatment.
4. Refers to the supervising registered nurse, as needed.
5. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
6. Uses the PHPR as a reference guide.
7. Makes proper referrals to supervisor, registered nurse, or physician for situations requiring further intervention.
8. Participates as team member, having basic understanding of the team process.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Listens to others and shares knowledge in a non-judgmental manner.

Initiates appropriate teaching and demonstration of care for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion,

**JOB TITLE:** Licensed Practical Nurse I

**JOB CODE:** 2141

maintenance, and restoration of health, and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

## **SUPERVISION:**

**Supervision Received:** Receives close to moderate supervision by the assigned registered nurse (LHN, PHN, ARNP, Nurse Supervisor, Nurse Administrator or Director of Nurses).

**Supervision Exercised:** May supervise unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

1. Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice.
2. Knowledge of the scope of practice for the Licensed Practical Nurse in Kentucky.
3. Knowledge of the KBN Delegation Advisory Opinion Statement.



**JOB TITLE:** Licensed Practical Nurse I

**JOB CODE:** 2141

4. Knowledge of the preparation of nursing care plans for individuals.
5. Good knowledge of basic nursing techniques and procedures, including administration of medications.

**Skills:**

1. Working skill in the application of basic nursing techniques, procedures and instruments according to recognized policies.
2. Working skill in interviewing and counseling clients, including those from a variety of socioeconomic backgrounds.
3. Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

1. Working ability to apply knowledge of basic nursing procedures in the provision of health services to clients.
2. Ability to accept direction from a registered nurse or physician.
3. Ability to learn the standard procedures and services of the local health agency.
4. Ability to interview clients and families.
5. Ability to encourage clients to participate in the appropriate and various health programs.
6. Ability to develop cooperative working relationships with other service providers and to function well as a team member.
7. Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:**

1. Graduation from a school of practical nursing, college or community and/or technical college, which meets the requirements set by Kentucky State Law.
2. Current and active Kentucky Licensed Practical Nurse License; or
3. Must have met all requirements of KRS 314.051, having received a provisional license and approval to practice as an L.P.N.A.
4. No previous nursing practice experience is required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **JOB DESCRIPTION**

**JOB TITLE:** Licensed Practical Nurse II

**GRADE:** 12

**JOB CODE:** 2142

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under direct supervision, performs work of moderate difficulty in the provision of nursing services delegated by a registered nurse or physician to clients in a variety of community settings, including, but not limited to, clinics, homes and schools. Services provided by this incumbent requires the use of experienced judgment and skills. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics, according to the scope of practice for a LPN.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Interviews client to address the presenting/initial reason for visiting the health department and subsequent willingness for service(s) offered and indicated. Conducts basic nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains basic specimens, as directed, and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Records results, as reported by laboratory, on client's chart. Performs preliminary assessment and interpretation of tests to identify health problems. Reports assessment to supervisor. Describes services that are available (or refers) and eligibility criteria, as appropriate.

Compiles data for periodic assessments of client's physical condition and evaluation of the effectiveness of health care procedures, approaches and programs in conjunction with other members of the interdisciplinary treatment or nursing care team. Under the supervision of a registered nurse, evaluates assessment data and develops a nursing care plan. Incorporates a plan of care into the client's medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides skilled practical nursing care under supervision to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

**JOB TITLE:** Licensed Practical Nurse II  
**CODE:** 2142

**JOB**

1. Reviews client's medical record for history of provided services and plans of care.
2. Gathers pertinent, relevant and appropriate data about individual and family, past and current physical, mental and developmental status.
3. Under supervision of a registered nurse, administers basic screening tests to identify health problems and carries out approved treatment.
4. Delegates basic nursing services to LPN I nurses and unlicensed assistive personnel, such as home health aides and clinical assistants.
5. Refers to the supervising registered nurse, as needed.
6. Uses basic computer skills to access data and retrieve programmatic information from the PHPR with minimal assistance
7. Uses the PHPR as a reference guide.
8. Makes proper referrals to supervisor, registered nurse, or physician for situations requiring further intervention.
9. Participates as team member, having basic understanding of the team process.

Documents services provided to the client in the medical record, entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

May evaluate and monitor client progress reports prepared by other licensed practical nurses, home health aides or clinical assistants and direct care staff, working closely with the registered nurse, physician or other professional treatment staff to ensure the coordination of services and proper implementation of nursing care and treatment plans.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.

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**CODE:** 2142

**JOB**

3. Listens to others and shares knowledge in a non-judgmental manner.

Initiates appropriate teaching and demonstration of care for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on the promotion, maintenance, and restoration of health and self care, utilizing selected educational methods and materials that are appropriate to the language, reading level and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

1. Under the supervision of a physician, registered nurse or other appropriate professional, provides individual counseling specified in the client's treatment plan.
2. Participates in client education programs by teaching structured classes in personal hygiene, activities of daily living or other topics designed to enhance the well-being of clients.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.

**JOB TITLE:** Licensed Practical Nurse II  
**CODE:** 2142

**JOB**

4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION:**

**Supervision Received:** Receives moderate supervision by the assigned registered nurse (LHN, PHN, ARNP, Nurse Supervisor, Nurse Administrator or Director of Nurses). Occasionally, can function autonomously with the supervisor available to answer questions.

**Supervision Exercised:** May supervise LPN I nurses, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB SPECIFICATIONS:**

**Knowledge:**

1. Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice.
2. Knowledge of the scope of practice for the Licensed Practical Nurse in Kentucky.
3. Knowledge of the KBN Delegation Advisory Opinion Statement.
4. Knowledge of the preparation of nursing care plans for individuals.
5. Considerable knowledge of basic nursing techniques and procedures, including administration of medications.

**Skills:**

1. Considerable skill in the application of basic nursing techniques, procedures and instruments according to recognized policies.
2. Considerable skill in the use of a variety of basic nursing instruments.
3. Working skill in interviewing and counseling clients, including those from a variety of socioeconomic backgrounds.
4. Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
5. Working skill in demonstrating basic nursing techniques and procedures to LPN I nurses and auxiliary nursing personnel, being consistent with the KBN Delegation Advisory Opinion Statement.

**Abilities:**

1. Working ability to apply knowledge of basic nursing procedures in the provision of health services to clients.
2. Ability to accept direction from a registered nurse or physician.

**JOB TITLE:** Licensed Practical Nurse II

**JOB CODE:** 2142

3. Ability to learn the standard procedures and services of the local health agency.
4. Ability to interview clients and families.
5. Ability to encourage clients to participate in the appropriate and various health programs.
6. Ability to develop cooperative working relationships with other service providers and to function well as a team member.
7. Considerable ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
8. Working ability to interpret policies and procedures to LPN I nurses and auxiliary nursing personnel.
9. Working ability to give clear and simple instructions.
10. Working ability to understand and carry out detailed instructions.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

1. Graduation from a school of practical nursing, college or community and/or technical college, which meets the requirements set by Kentucky State Law.
2. Current and active Kentucky Licensed Practical Nurse License
3. One year of nursing experience as a licensed practical nurse

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **LICENSED PRACTICAL NURSE**

**JOB TITLE:** Licensed Practical Nurse

**GRADE:** 10

**JOB CODE:** 2152

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under immediate supervision, performs work of moderate difficulty in the provision of nursing services delegated by a registered professional nurse, to clients in a variety of community settings including, but not limited to, clinics, homes and schools.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Participates in the development and implementation of the plan of treatment, gathers pertinent information about individual and family, past and current physical, mental, and developmental status; records data, making a note of any specific problems related by patient or recognized by licensed practical nurse.

Takes vital signs; obtains samples for laboratory tests; prepares samples for testing; reads and records results of basic tests; sends other samples to appropriate laboratory for testing; records results as reported by laboratory on patient chart.

Under the supervision of a registered professional nurse administers basic screening tests to identify health problems and carries out approved treatment.

Performs specific preventative, therapeutic, and rehabilitative measures for patients as directed.

Performs specific laboratory procedures as directed.

Initiates appropriate teaching and demonstration of care to patients and families.

Maintains records and reports according to program standards.

Makes proper referrals to supervisor, registered nurse, physician, for situations requiring further intervention

Participates in drills in preparation for health department or county emergencies.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** Limited supervision exercised

**JOB TITLE:** Licensed Practical Nurse (Continued)

**JOB CODE:** 2152

## **JOB SPECIFICATIONS**

### **Knowledge and Abilities:**

Good knowledge of basic nursing techniques and procedures; of methods of obtaining information concerning past and current physical, mental and developmental status of patients/clients; of record keeping procedures and the confidentiality of patient/client records; of methods of maintaining control of medications; of emergency care of patients/clients and the use of emergency equipment; of the use and care of a variety of nursing instruments; of limitations of training and indications for referring a patient/client to or obtaining assistance from a registered professional nurse or a physician.

Working skill in the use of basic nursing techniques and procedures at the practical nurse level in collecting data following written guidelines; in the use of a variety of basic nursing instruments; in communicating with patients/clients from a variety of socioeconomic backgrounds.

Working ability to apply knowledge of basic nursing procedures in the provision of health services to patients/clients; to accept direction from registered professional nurses and physicians; to recognize significant changes in the physical and mental status of assigned patients/clinics; to work cooperatively with a variety of service providers; to learn standard operating procedures of the assigned program or unit concerning the role and functions of a licensed practical nurse in the program.

**Minimum Education, Training, and Experience Requirements:** Graduation from a school of practical nursing which meets the requirements set by Kentucky State Law.

No experience required.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.



## **SENIOR LICENSED PRACTICAL NURSE**

**JOB TITLE:** Senior Licensed Practical Nurse

**GRADE:** 12

**JOB CODE:** 2153

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under general supervision, performs work of moderate difficulty in the provision of nursing services delegated by a registered professional nurse which require the use of experienced judgments and skills, and in the supervision of other licensed practical nurses and support personnel; and performs related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Obtains information about past and current health status of patients.

Administers basic screening tests and performs preliminary assessment and interpretation of tests to identify health problems.

Under the supervision of a registered professional nurse, evaluates data and develops a nursing care plan.

Implements nursing care plans providing skilled practical nursing services to patients and delegated basic nursing services to other licensed practical nurses and supportive personnel.

May evaluate and monitor patient progress reports prepared by other licensed practical nurses, home health aides or clinical assistants and direct care staff, working closely with registered professional nurses, physicians or other professional treatment staff to ensure the coordination of services and proper implementation of nursing care and treatment plans.

Provides direction and supervision to licensed practical nurses and other support staff.

Demonstrates basic nursing techniques and procedures; provides orientation, on-the-job training and special instruction; assigns and oversees work activities; and evaluates performance with approval by immediate supervisor.

Participates in interdisciplinary or nursing team conferences; provides input into program planning by interpreting patient needs for nursing care and response to therapy.

Closely observes patients for changes in physical or mental condition; reports and documents changes for consultation with members of the health care team. Under the supervision of a physician, registered nurse or other appropriate professional, provides individual counseling specified in the patient treatment plan.

**JOB TITLE:** Senior LPN (Continued)

**JOB CODE:** 2153

Participates in patient education programs by teaching structured classes in personal hygiene, activities of daily living, or other topics designed to enhance the well-being of patients.

Compiles data for periodic assessments of patient/client's physical condition and evaluation of the effectiveness of health care procedures, approaches and programs in conjunction with other members of the interdisciplinary treatment team or nursing care team. May provide services in the home.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** May supervise other licensed practical nurses and other direct care personnel such as community health worker or home health aides.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Considerable knowledge of a variety of basic nursing techniques and procedures normally performed by licensed practical nurses and auxiliary nursing personnel; of the methods of obtaining health histories and performing preliminary assessments of health status; of standard record keeping and medication control procedures; of basic procedures to be followed in emergency situations.

Good knowledge of the procurement and maintenance of equipment and supplies used in nursing services; of special policies and procedures pertinent to the area of assignment; of the principles of ward management.

Demonstrates basic nursing techniques and procedures;

Considerable skill in the use of nursing procedures and techniques at the practical nurse level; in the use of a variety of basic nursing instruments.

Working skill in interviewing patient/clients; in performing more complex nursing procedures such as the insertion of naso-gastric tubes; in demonstrating basic nursing techniques and procedures to licensed practical nurses and auxiliary nursing personnel.

Considerable ability to recognize behavior and physical conditions which require the attention of a professional; to follow standard operating procedures of the assigned program or unit concerning the role and functions of a senior licensed practical nurse in the program or unit.

**JOB TITLE:** Senior LPN (Continued)

**JOB CODE:** 2153

Working ability to interpret policies and procedures to other licensed practical nurses and auxiliary nursing personnel; to implement nursing care plans and delegate basic nursing services to other licensed practical nurses and direct care staff; to develop and maintain cooperative working relationships with health care professionals and sub-professionals; to give clear and simple instructions; to understand and carry out detailed instructions.

**Minimum Education, Training, and Experience Requirements:** Current license to practice as a licensed practical nurse in the state of Kentucky. One (1) year of experience as a licensed practical nurse.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **EPIDEMIOLOGIST**

**JOB TITLE:** Epidemiologist

**GRADE:** 19

**JOB CODE:** 2170

**DATE:** 9-25-02

**GENERAL FUNCTION:** Under general supervision of the local health department director, performs complex epidemiological studies on the distribution and determinants of bio-terrorism events, infectious diseases, and other public health emergencies (epidemic and endemic). Work involves assisting in devising methods of surveillance, implementation, and analysis of epidemiological investigations or studies; participating in general data management and report writing for epidemiological studies and investigations within a specified geographic area of the state.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assists with the maintenance of a health-monitoring database for the early recognition of any clustering of events, for the analysis of community health patterns to facilitate resource allocation and for the study of hypotheses on the health of the community.

Designs surveys and questionnaires to collect data on specific diseases.

Conducts studies designed to identify segments of the population at greater risk of acquiring specific diseases and identify factors associated with disease.

Conducts field investigations during periods of unusual occurrences of disease.

Performs statistical analyses of study data. Tabulates, charts and graphs health related data for analysis of agent, host and environmental factors. Utilizes appropriate computer programs for the statistical analysis of data.

Plans and organizes new methods for obtaining additional health data and for improving the reliability and validity of health data being collected by the local health department and the Department for Public Health.

Assists in the formulation of hypotheses to explain the differential occurrence of diseases in various population groups and locations in Kentucky, and assists in the design of epidemiological studies to test these hypotheses.

Assists in the formulation of recommendations for interventions to reduce the occurrence and/or severity of diseases or injuries of public health significance in the state. Develops valid useful criteria for defining and prioritizing health needs and public health programs.

**JOB TITLE:** Epidemiologist (Continued)

**JOB CODE:** 2170

Provides consultation, educational programs, information sharing conferences, in-service programs for health department professionals, community groups, etc. about relevant epidemiological subjects (control of communicable and non-communicable diseases).

Reads, interprets and prepares technical reports on epidemiological studies and investigations.

**SUPERVISION RECEIVED:** limited supervision with alternating periods of autonomy and general review. Supervisor plays limited role in setting objectives and organizing work. The Kentucky Division of Epidemiology and Health Planning will set epidemiological objectives.

**SUPERVISION EXERCISED:** May supervise designated staff

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Knowledge of the basic principles and methods of epidemiology and biostatistics

Knowledge of infectious disease, adverse reproductive outcomes, cancer or other chronic disease processes.

Knowledge of occupational and environmental diseases or injuries.

Knowledge of basic biological processes.

Oral and written communications skills

Skill in communicating scientific/medical information succinctly and accurately to groups of people with a variety of experience

Interpersonal skills

Knowledge of computer application(s) in investigative techniques and data collection.

Ability to independently perform epidemiological investigations

Ability to independently collect, analyze and interpret epidemiological data.

**Minimum Education, Training and Experience Requirements:** Graduate from an accredited college or university with a master's degree in Epidemiology, Public Health, Biostatistics, or closely related field. Course work should include at least one course in

**JOB TITLE:** Epidemiologist (Continued)

**JOB CODE:** 2170

epidemiology and a second course in a closely related subject area such as;

Biostatistics, Vital and Medical Statistics, Informatics, Survey Sampling and Design, etc.).

A Masters or Doctoral candidate in a field above may be considered so long as the graduate work is completed within one (1) year of employment.

**Example of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded, as excluding assignments of others not mentioned which are of similar kind or quality.**

## **SENIOR EPIDEMIOLOGIST**

**JOB TITLE:** Senior Epidemiologist

**GRADE:** 21

**JOB CODE:** 2171

**DATE:** 1-26-05

**GENERAL FUNCTION:** Under general supervision of the local health department director, performs complex: epidemiological studies on the distribution and determinants of bioterrorism events, infectious diseases, and other public health emergencies (epidemic and endemic). Work involves assisting in devising methods of surveillance, implementation, and analysis of epidemiological investigations or studies; participating in complex data management and report writing for epidemiological studies and investigations within a specified geographic area of the state. Involves close consultation with and training of community medical professionals.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Conducts and supervises disease surveillance for the health department in collaboration with key community partners.

Assists in the formulation of recommendations for interventions to reduce the occurrence and/or severity of diseases of public health significance in the region/county. Reads, interprets and prepares technical reports on epidemiologic studies and investigations.

Conducts field investigations during periods of unusual occurrence of disease.

Coordinates activities with other local and state agencies. Attends meetings, training, Seminars, and workshops related to epidemiology. Coordinates activities in the health department in relationship to epidemiology.

Participates in various department communicable disease clinics such as SID and TB. Supervises and/or conducts interviews with individuals and other agencies as needed to obtain disease information.

Educates other staff and the public on the policies and procedures for effective disease Surveillance and control. Develops and maintains updated data systems of current epidemiology information.

Assists with the development of operational drills and/or exercise scenarios designed to train, test and evaluate emergency response concepts or standard operating guidelines.

Designs surveys and questionnaires to collect data on specific diseases. Tabulates, charts and graphs health related data for analysis of agent, host and environmental factors. Conducts studies designed to identify segments of the population at greatest risk of

**JOB TITLE:** Senior Epidemiologist (Continued)

**JOB CODE:** 2171

acquiring specific diseases and to identify risk factors associated with disease.

Assists in the formulation of hypotheses to explain the differential occurrence of diseases in various population groups and locations in Kentucky, and assists in the design of epidemiologic studies to test these hypotheses. Applies appropriate scientific sampling techniques in the selection of study subjects and controls so as to minimize bias and assure the validity of study conclusions. Performs statistical analyses of study data.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies.

Supervisor plays limited role in setting objectives and organizing work. The Kentucky Division of Epidemiology and Health Planning may assist in setting epidemiological objectives. Employee participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** May supervise designated staff

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Thorough knowledge of epidemiology& control of infectious& chronic diseases.

Thorough knowledge of epidemiological and public health principles, methods and procedures.

Working knowledge of etiology, prevention and treatment of communicable and chronic diseases.

Considerable knowledge of state and local laws, regulations and policies governing the investigation and reporting of communicable diseases.

Ability to use SPSS, SAS or similar statistical package, Epi Info, MS Access, Excel, and PowerPoint. If candidate does not have experience with aforementioned programs, they must have demonstrated ability to use complex software programs for epidemiological purposes.

Ability to identify potential communicable or acute and chronic health conditions and take appropriate action.

Ability to analyze statistical data, draws appropriate conclusions, and prepare statistical and narrative reports.

Ability to work effectively with a wide range of health professionals in a teamwork setting.



**JOB TITLE:** Senior Epidemiologist (Continued)

**JOB CODE:** 2171

Ability to work with the public in sensitive health matters.

Ability to communicate effectively in order to make presentations on technical matters to Professional and lay audiences.

Ability to maintain accurate records.

Ability to work effectively with minimum supervision.

Ability to design, direct and conduct epidemiological field studies and research projects, evaluate results and summarize conclusions.

Must be willing to be on-call twenty fours (24) hours a day, seven (7) days a week and have a Kentucky driver's license with reliable transportation

**Minimum Education, Training and Experience Requirements:** Graduate from an accredited college or university with a master's degree in Epidemiology, Public Health, Biostatistics, or a closely related field. Course work must include at least one course in epidemiology, and a second course closely related subject as Biostatistics, Vital and Medical Informatics, Survey sampling, and Design, etc. Must have at least two (2) years of public health experience as Epidemiologist.

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